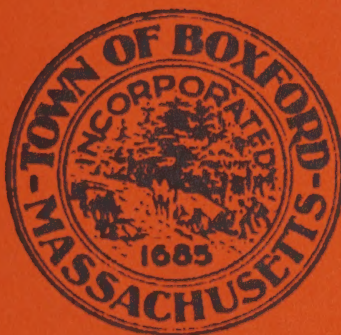


# BOXFORD



## ANNUAL REPORT 2005





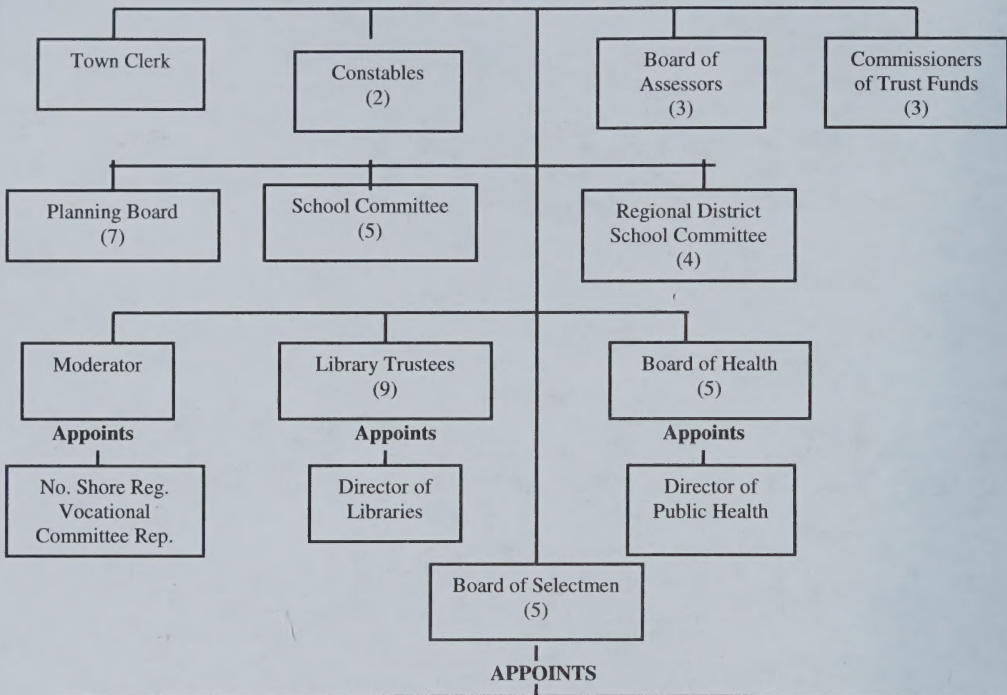
# BOXFORD ANNUAL TOWN REPORT

## 2005



**Boxford, Massachusetts**

**BOXFORD OFFICIALS  
VOTERS ELECT**



**OFFICERS**

Town Accountant  
Town Administrator  
Animal Control Officer  
Civil Defense Director  
Communications Director  
Director of Municipal Finance  
Fire Chief  
Election Officers  
Forest Warden  
Treasurer/Tax Collector  
Parking Clerk  
Police Chief  
Supt. of Public Works  
Sealer of Weights & Measures  
Town Counsel  
Veterans' Agent  
Veterans' Graves Officer

**COMMITTEES**

Agricultural Commission  
Community Preservation  
Council on Aging  
Board of Appeals  
Cultural Arts Council  
Cable TV Advisory  
Capital Budgeting  
Computer Management  
Conservation Commission  
Facilities Maintenance  
Fence Viewers  
Finance Committee  
Town Forest  
Historic District Commission  
Inspectors of: Animals, Buildings, Wiring,  
Plumbing/Gas  
Lakes, Ponds & Streams  
Boxford Land  
Lincoln Hall Study  
Personnel Board  
Recreation  
Recycling  
Registrar of Voters

**AD HOC**

**COMMITTEES**

Bay Circuit Program  
Community Path Study  
Housing Partnership  
Boxford Playground  
Committee

**INDEPENDENT**

**SERVICES FOR THE  
TOWN OF  
BOXFORD**

Boxford Athletic  
Association  
BTA/BOLT, Inc.  
Historic Document  
Center  
H.A.W.C. (Help for  
Abused Women &  
Children  
Tri-Town Council on Youth  
& Family Service



## ❧ IN MEMORIAM ❧ 2005

### Mary Rice Meeker

1910 to 2005

Mary Rice Meeker served the Town of Boxford for more than 17 years as Assistant Town Clerk and Assistant Assessor before being appointed Assessor in 1981. Well liked and respected, Mary was a long time resident of the Town and an active leader in the community and church.



**VOLUNTEER APPLICATION  
TO SERVE ON A TOWN BOARD/COMMITTEE**

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town board or committee, please complete the following and forward to:

**Boxford Town Hall  
Office of the Selectmen  
7A Spofford Road  
Boxford, MA 01921  
978-887-6000, Ext. 502**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_ Fax: \_\_\_\_\_

**COMMITTEE INTEREST:**

Brief summary of your background: (you may enclose a separate letter if desired)

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**THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN**



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## TOWN OFFICERS

*Elected*

*Appointed*

*Commissioners, Federal & Congressional*

*and Vice Commissioners*

*Advisors*

*Public Works Service*

*Planning & Administration*





# TOWN OFFICERS

*Elected*

*Appointed*

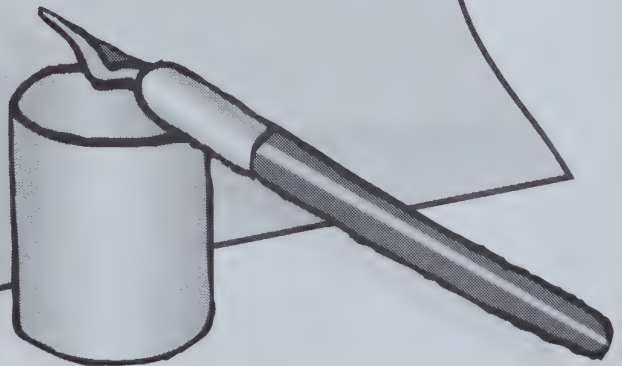
*Committees, Boards & Commissions*

*Ad Hoc Committees*

*Schools*

*Independent Services*

*Meeting Schedules*



## **ELECTED TOWN OFFICIALS**

### **MODERATOR**

Gerald R. Johnston (2006)

### **BOARD OF SELECTMEN**

Charles J. Costello, Chair (2006)  
Barbara G. Jessel (2007)  
Neil S. Olansky (2007)  
Joseph M. Callahan (2006)  
Stephen A. Davis (2008)

### **TOWN CLERK**

Patricia A. Shields (2007)

### **BOARD OF ASSESSORS**

David F. Benson, Chair (2007)  
Debra Nippes-Mena (2008)  
Kenneth Kaufman (2006)

### **BOXFORD SCHOOL COMMITTEE**

Elizabeth Leary, Chair (2006)  
Charles E. Killam (2008)  
Kimberly A. Holliday (2007)  
John Adams (2006)  
Pamela Messenger (2008)

### **MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE**

Marci L. Miller (2006)  
Barry Denofrio (2006)  
Daniel J. Volchok (2008)  
Guy J. Simmons (2007)  
Pamela Franks (2008)

### **PLANNING BOARD**

Robert C. Gore, Chair (2010)  
Robert T. Ford (2006)  
Robert P. Stevens (2006)  
Holly Langer (2007)  
Ellen Nestervich (2010)  
J. Steve Merriam, Jr. (2007)  
Joseph C. Hill (2009)

### **BOARD OF HEALTH**

Mark P. Mitsch, Chair (2006)  
Louise B. Kress (2007)  
David W. Phoenix (2006)  
Barbara P. Stanley (2008)  
Richard Taylor (2008)



**TRUSTEES OF THE BOXFORD  
PUBLIC LIBRARIES**

Anne M. O'Brien, Chair (2007)  
Christine MacNeill (2007)  
Charles D. Bouthot (2006)  
Jeannette Glesmann (2008)  
Susan E. Daley (2006)  
Linda M. Greenstein (2006)  
Stefanie A. Lowe (2007)  
Jack Milmoie (2008)  
Christine Barensfeld (2008)

**CONSTABLES**

- *EAST PARISH*
- *WEST PARISH*

Robert L. MacKay (2006)  
David Smallman (2006)

**COMMISSIONERS OF TRUST FUNDS**

Judith F. Carr, Chair (2008)  
Samuel N. Shields (2006)  
Anthony C. DiNanno (2007)

## **APPOINTED TOWN OFFICERS**

<b>TOWN COUNSEL (ACTING)</b>	Kopelman and Paige, P.C.
<b>TOWN ADMINISTRATOR</b>	Alan J. Benson
<b>SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS</b>	John C. Dold
<b>POLICE CHIEF</b>	Gordon A. Russell, Jr.
<b>FIRE CHIEF</b>	Peter C. Perkins (Retired)
<b>TOWN ACCOUNTANT</b>	William P. O'Brien
<b>ALTERNATE TOWN ACCOUNTANT</b>	John P. O'Brien
<b>INSPECTOR OF BUILDINGS</b>	Kenneth A. Ward
<b>DIRECTOR OF COMMUNICATIONS</b>	Warren Gould
<b>DIRECTOR OF PUBLIC HEALTH</b>	Kendell Longo
<b>DIRECTOR BOXFORD EMERGENCY MANAGEMENT</b>	Robert D. Hazelwood
<b>DIRECTOR OF MUNICIPAL FINANCE</b>	John P. O'Brien
<b>DIRECTOR OF PUBLIC LIBRARIES</b>	Diane H. C. Giarrusso
<b>PROCUREMENT OFFICER</b>	Alan J. Benson
<b>TREASURER/TAX COLLECTOR</b>	Ellen S. Guerin
<b>VETERANS' AGENT</b>	Edward Vincent Mitchell ( <i>District Director</i> )
<b>VETERANS' GRAVE OFFICER</b>	Kenneth H. Chadwick
<b>FOREST WARDEN</b>	Peter C. Perkins (Retired)
<b>ANIMAL CONTROL OFFICER</b>	Helen L. Phillips
<b>ALTERNATE ANIMAL CONTROL OFFICER</b>	Reed Wilson

**AMERICAN DISABILITIES ACT  
COORDINATOR**

Mary Ann Nay

**PARKING CLERK**

Leslie Dinanno

**SEALER OF WEIGHTS & MEASURES**

Robert Cronin

**NORTH SHORE REGIONAL  
VOCATIONAL SCHOOL DISTRICT  
REPRESENTATIVE**

Michael S. Crowe

**DIRECTOR OF ASSESSMENT**

Lauren M. Woekel

**ASSISTANT TREASURER**

Mary E. Bolen (Retired)

**DEPUTY TAX COLLECTOR**

Kelley & Ryan Associates, Inc  
13 Airport Drive  
Hopedale, MA 01747



## COMMITTEES, BOARDS AND COMMISSIONS

### COUNCIL ON AGING

Richard F. Taylor, Chair (2007)  
Robert L. Price (2008)  
Gertrude Freedman (2008)  
Carol Patnaude (2009)  
Marjorie A. White (2008)  
Joan Tarleton (2008)  
F. Richard Shaw (2006)

### BOARD OF APPEALS

William Cargill, Jr., Chair (2006)  
Robert W. Conroy (2007)  
Paula Fitzsimmons (2008)

### BOARD OF APPEALS

*(Alternates)*

K. Erin Hohmann (2008)  
Richard Corsetti (2007)  
Kathleen O'Sullivan-Fortin (2006)

### CABLE TELEVISION ADVISORY COMMITTEE

Bradley A. Sweet, Chair (2006)  
Richard J. Korzeniewski (2006)  
Richard Healy (2006)  
Stephen Webster (2006)  
Andrew Teichner (2006)

### CAPITAL BUDGETING COMMITTEE

Joyce Ricklefs, Chair (2008)  
Enid E. Thuermer (2007)  
Steven Haseltine (2006)  
Pradeep Bhide (2008)

### COMPUTER MANAGEMENT COMMITTEE

David Manzi, Chair (2008)  
Randall F. Castle (2007)  
Kirk E. Jones (2006)

### CONSERVATION COMMISSION

Harry C. Reifel, Jr., Chair (2006)  
Julia Mathews (2006)  
Patricia Morris (2007)  
Lana Spillman (2006)  
Francis A. DiLuna (2008)  
Peter Richards (2007)  
Bankson C. Riter, Jr. (2008)

### BOXFORD CULTURAL COUNCIL (ARTS COUNCIL)

Susan H. Davis, Chair (2006)  
Jane Flanagan (2006)  
Amy G. Job (2006)  
Bradley A. Sweet (2007)  
Richard Price (2007)  
Deborah Demala-Beauchamp (2007)

**ELECTION OFFICERS - Precinct I**

***Democrat***

Alice A Farnsworth, Inspector  
Irene Decoulos, Clerk  
Joan F. Tarleton, Deputy Clerk  
Beverly Perkins, Deputy Inspector

**ELECTION OFFICERS – Precinct 1**

***Unenrolled***

**ELECTION OFFICERS - Precinct II**

***Democrat***

Patricia J. Gleason, Warden  
Ruthann Budrewicz, Inspector  
Jane E. Smallman, Deputy Inspector  
Ann D'Ortona, Inspector

**ELECTION OFFICERS – Precinct II**

***Unenrolled***

**ELECTION OFFICERS – Precinct III**

***Democrat***

Michelle McLaughlin, Warden  
Natasha Grigg, Deputy Warden

**ELECTION OFFICERS – Precinct III**

***Unenrolled***

**FACILITIES MAINTENANCE  
COMMITTEE**

**FENCE VIEWERS**

**FINANCE COMMITTEE**

***Republican***

Barbara Ross, Warden  
Stephen Knowles, Deputy Warden  
Nancy Merrill, Inspector

Maryann Clemens, Inspector  
Holly Langer, Deputy Inspector  
Mary E. Bolen, Inspector

***Republican***

Judith Gore, Deputy Clerk

Marnie Gibeley, Inspector  
Leona Gormley, Deputy Inspector

***Republican***

Virginia Keilty, Clerk  
Linda Sargent, Deputy Clerk  
Carol Patnaude, Inspector  
Charlene Mead, Inspector

Carol Prouty, Inspector  
Toby Mead, Inspector  
Beverly May, Clerk

Peter L. Morbeck, Chair (2006)  
Richard E. Stern (2006)  
Robert D. Hazelwood (2006)  
Leonard Gibley (2006)  
Alfred Adam (2006)

Board of Selectmen

Preston Galarneau, Chair (2006)  
Peter Bernardin (2006)  
Timothy M. Feeney (2007)  
Steven Haseltine (2007)  
Gregory L. Chin (2008)  
Pradeep G. Bhide (2008)

**TOWN FOREST COMMITTEE**

Harold E. Garside, Chair (2008)  
Paul R. French (2007)  
Robert W. Hazelwood (2006)  
Thomas M. Thomassen (2008)

**HISTORIC DISTRICT COMMISSION**

Gwendolen Perkins, Chair (2008)  
Virginia Havey (2008)  
Melanie Pearsall (2006)  
Anna Pulcinska (2007)  
Brian Gregory (2006)

**HISTORIC DISTRICT COMMISSION  
(Alternates)**

Nancy N. Merrill (2006)

**INSPECTORS:**

**ANIMALS**

**BUILDING**

*Building (Alternate)*

**DIRECTOR OF HEALTH**

**GAS/PLUMBING**

*Gas/Plumbing (Alternate)*

**ELECTRICAL**

*Electrical (Alternate)*

Allison A. Hayes (2006)  
Kenneth Ward (2006)  
Glen Clohecy (2006)  
Kendell Longo (2006)  
David Leavitt (2006)  
Richard Danforth (2006)  
David Levesque (2006)  
Douglas Small (2006)

**BOXFORD LAND COMMITTEE**

Peter Delaney, Chair (2006)  
Peter Bernardin (2008)  
Robert C. Gore (2007)  
Natalie Grigg (2007)  
William Payne (2008)

**LINCOLN HALL STUDY COMMITTEE**

Robert Hazelwood, Chair (2006)  
Ronald Holmgren (2006)  
Sandra Nason (2006)  
Peter Morbeck (2006)  
Rosita Proulx (2006)  
Sumner Bray (2006)  
Stephen A. Davis (2006)

**MASCONOMET REGIONAL  
SCHOLARSHIP COMMITTEE**

Diane E. Gori (2006)  
Kenneth Littlefield (2006)  
Barbara Was (2006)

**PERSONNEL BOARD**

Lisa Luchetti, Chair (2008)  
Lee Thompson (2006)  
Bernice J. Brown (2007)

**POLICE DEPARTMENT  
Chief of Police**

Gordon A. Russell, Jr. (2008)



**Lieutenants**

Robert D. Hazelwood (2007)  
Paul M. Bates, Jr. (Retired)

**Full Time Patrolmen**

Louann M. Bonney (2006)  
Robert E. Corliss (2006)  
Kara Fitzpatrick (2006)  
John D. Iannazzo (2006)  
Bruce Allen Klinger (Retired)  
Thomas J. Nentwig (2006)  
Peter G. Orlando (2007)  
Brian Williams (2007)  
James B. Riter (2008)  
Susan J. Longo (2008)

**Reserve Police Officers**

Garrett M. Barber (2006)  
Attilio J. Paglia (2006)  
Paul E. Polonsky (2006)  
Harold W. Trombly (2006)  
John C. VanLoon (2006)  
Scott Bucuzzo (2006)  
Suzanne Dullea (2006)  
Peter Cheverie (2006)  
Tyler Dechene (2006)  
Ryan Wilkins (2006)

**Special Police Officer**

Helen Phillips (2007)

**RECREATION COMMITTEE**

Thomas Brown, Chair (2007)  
Nancy N. Merrill (2007)  
Joseph M. Martinho (2008)  
John A. Rowen (2008)  
Arthur Tucker (2007)

**RECYCLING COMMITTEE**

Karen Sheridan, Chair (2007)  
Teri Allen (2007)  
Lorraine Ott (2008)  
Joanna Daniel (2007)  
Nancy C. Woolford (2006)

**REGIONAL RECYCLING  
COMMITTEE**

Karen Sheridan, Chair  
Teri Allen

**REGISTRAR OF VOTERS**

Patricia A. Shields, Town Clerk  
Anne C. Mannheim (2006)  
Karen L. Sheridan (2008)  
Bradley A. Sweet (2007)

**ASSISTANT REGISTRAR**

Robin Phelan (2006)

**VETERANS' GRAVES OFFICER**

Kenneth H. Chadwick (2006)

**VETERANS' AGENT**

Edward Vincent Mitchell (2006)

**WEB PAGE DEVELOPMENT  
COMMITTEE**

Randall Castle (2006)  
Kirk Jones (2006)  
Ben Messenger (2006)

**WEIGHER OF COMMODITIES**

Officer Thomas J. Nentwig (2006)  
Officer Brian Williams (2006)  
Officer Robert Corliss (2006)

## **AD HOC COMMITTEES**

### **BOXFORD BAY CIRCUIT PROGRAM COMMITTEE**

Nancy Merrill, Chair (2006)  
Beverly Ingalls (2006)  
Allison Chase (2006)  
Andrzej Plucinski (2006)  
David R. King (2006)  
Bankson C. Riter, Jr. (2006)  
Stephen Davis (2006)

### **BOXFORD HOUSING PARTNERSHIP COMMITTEE**

Neil S. Olansky, Chair (2006)  
K. Erin Hohmann (2006)  
Joseph Hill (2006)  
Peter Delaney (2006)  
Arthur W. Kliman (2006)  
Bankson C. Riter, Jr. (2006)  
Jeffrey Ontell (2006)

### **FRIENDS OF THE ACKERMAN PLAYGROUND COMMITTEE**

Ben Messenger, Chair (2008)  
Missie Banks (2006)



## **TOWN OF BOXFORD SCHOOLS**

### **TRI-TOWN SCHOOL UNION – 978-887-0771 (FAX: 978-887-8042)**

Superintendent's Office  
28 Middleton Road  
Boxford, MA 01921

Dr. Bernard Creeden, Superintendent  
Antoinette Valcourt, Administrative Assistant  
Steven Greenberg, Director of Finance & Human Resources  
Stephen Clifford, Director of Facilities

### **SPOFFORD POND ELEMENTARY SCHOOL – 978-352-8616 (Fax: 352-7855)**

31 Spofford Road  
Boxford, MA 01921

Kevin Soraghan, Principal  
Sheila Harrison, Assistant Principal  
Beth Vercellone, Secretary

### **HARRY LEE COLE ELEMENTARY SCHOOL – 978-887-2856 (Fax: 887-0703)**

26 Middleton Road  
Boxford, MA 01921

Kathryn Nikas, Principal  
Lisa Durkee, Assistant Principal  
Susan Soucy, Secretary

### **MASCONOMET REGIONAL DISTRICT HIGH SCHOOL – 978-887-2323**

20 Endicott Street  
Topsfield, MA 01983

Dr. Claire Sheff Kohn, Superintendent (X 6110) (Fax: 887-3573)  
Pamela Culver, High School Principal (X 6107) (Fax: 887-7243)  
Donald Doliber, Assistant High School Principal (X 6349) (Fax: 887-4931)  
Peter Delani, Assistant High School Principal (X 6268) (Fax: 887-4931)  
Susan Givens, Chief Financial Officer (X 6112)  
Michael Caulfield, Director of Operations (Cell: 978-423-8390)  
Olga Langlois, Administrative Assistant (X 6111) (Fax: 887-3573)  
Catherine Cullinane, Middle School Principal (X 6302)

### **NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT 978-762-0001**

30 Logbridge Road, P.O. Box 230  
Middleton, MA 01949  
Michael S. Crowe, Boxford Representative (978-887-3986)

## **INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD**

### **BTA/BOLT, Inc.**

Boxford Trails Association-  
Boxford Open Land Trust, Inc.  
7 Elm Street, 2<sup>nd</sup> Floor  
P.O. Box 95  
Boxford, MA 01921

Judith Gore

President  
(978) 887-7031

### **H.A.W.C.**

Help For Abused Women and their Children  
27 Congress Street  
Salem, MA 01970

Candace Waldron,  
Executive Director  
(978) 744-8552

### **HISTORIC DOCUMENT CENTER**

173A Washington Street – P.O. Box 122  
West Boxford, MA 01885  
Hours: Wednesday 9AM - 4PM  
Saturday 10AM - 3PM

Martha Clark  
Archivist  
(978) 352-2733

### **TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES, INC.**

P.O. Box 219  
5 Main Street  
Topsfield, MA 01983

Gary Sinclair  
Executive Director  
(978) 887-6512

## MEETING SCHEDULE TOWN BOARDS/COMMITTEES

***Board of Selectmen*** – Meets every Monday at 7:30 pm in Meeting Room #1 in the Town Hall at 7A Spofford Road. (Summer Schedule varies)

***Finance Committee*** – Meets every Tuesday at 7:00 pm in Conference Room #2 in the Town Hall, 7A Spofford Road during budget season. (Check bulletin Board in Town Hall for additional postings)

***Conservation Commission*** – Meets every first and third Thursday of the month at 7:30 pm in Meeting Room #1 in the Town Hall.

***Board of Health*** – Meets the second and fourth Wednesday of the month at 7:30 pm in Meeting Room #1 in the Town Hall.

***Planning Board*** – Meets every first and third Wednesday of the month at 7:30 pm in Meeting Room #1 in the Town Hall.

***Zoning Board of Appeals*** – Meets the fourth Thursday of the month at 6:30 pm in Meeting Room #1 in the Town Hall.

***Board of Assessors*** – Meets on the second Wednesday of the month at 10:00 a.m. in the Town Hall.

All other Boards and Committee meetings will be posted on the Town Hall Bulletin Board by the Town Clerk's Office. Call the Town Clerk's Office on 978-887-6000 ext. 501 if you wish to post a committee/board meeting.

(Additional meetings and/or changes are posted on the Town Hall Bulletin Board.)



# GENERAL GOVERNMENT

*Board of Selectmen*

*Town Counsel Report*

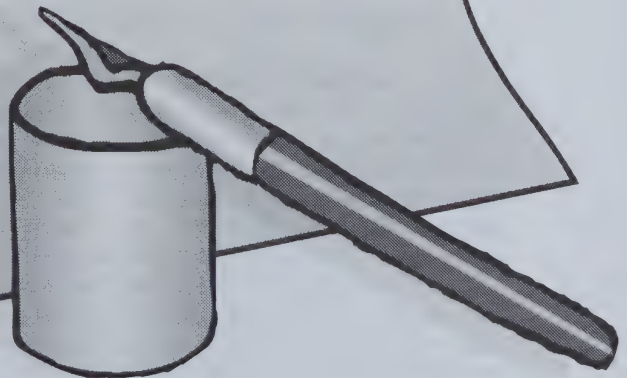
*Special Town Counsel's Report*

*Personnel Board*

*Boxford Housing Partnership Committee*

*Facilities Maintenance Committee*

*Lincoln Hall Study Committee*



## **BOARD OF SELECTMEN**

### **INTRODUCTION**

Boxford remains a wonderful town in which to live. Whether you are a native, a long time resident, or a recent arrival, you are an equity stakeholder in an award-winning school system, superb public safety services, well maintained roads, a new police station and town hall, and an active and responsive Council on Aging. In addition, Boxford's landscape offers hundreds of acres of unspoiled open space with numerous ponds and streams and miles of trails for you and your families to enjoy. Opportunities for organized athletics, cultural and recreational activities continue to expand through the efforts of The Boxford Cultural Arts Council, the Boxford Trails Association, The Boxford Recreation Committee, as well as private service groups such as The Boxford Athletic Association. All of the above, coupled with the Town's strict adherence to its zoning bylaws and land use regulations, make Boxford a community where families desire to settle, and where property values remain high.

The routine business of The Board of Selectmen includes: meeting with and receiving reports from department heads and Town Boards and Committees; negotiating fair and equitable contracts with Town labor unions, litigating lawsuits and negotiating settlements; working with the Finance Committee and department heads on school and non school budget requests and capital equipment needs; assessing municipal staffing needs and evaluating personnel; reviewing and approving warrants for payroll and payments to vendors; making appointments to Town Boards and Committees; reviewing permit requests and granting licenses for commercial activities, and reviewing and approving requests for Special and Annual Town Meeting warrants.

During Fiscal Year 2006, in addition to conducting the Town's routine business, the Board of Selectmen also focused its efforts on the following:

### **NEW COMMITTEES AND MANAGEMENT PERSONNEL CHANGES**

Citizen participation within our Town Boards and Committees remains the foundation of our government. These skillful volunteers, along with the Town's dedicated municipal staff, help the Board of Selectmen establish and implement policy and deliver Town services. As the Board of Selectmen worked throughout the year on a variety of issues, the diversity of expertise among our volunteers and staff has been the Board's great resource. This year the Board of Selectmen appointed volunteer members to the newly formed Agricultural Commission, the Lakes, Ponds and Streams Committee and D.P.W. Feasibility Study Committee. The Agricultural Commission is charged with preserving and promoting Boxford's agricultural heritage. The Lakes, Ponds and Streams Committee is responsible for studying, evaluating and making recommendations for the preservation and/or enhancement of the Town's many natural water courses.

The D.P.W. Feasibility Study Committee was charged with selecting a site and developing plans for a new D.P.W. garage. So far, a site has been selected, an RFP has been issued to select an architect to develop plans, and it is expected that there will be an article on the October, 2006 Special Town Meeting warrant to fund architectural plans.

During the summer the Board of Selectmen appointed a search committee to identify candidates for the position of Department of Public Works Superintendent. After reviewing a number of applications and resumes, the Search Committee conducted interviews of five potential candidates. The Committee then identified two finalists to be interviewed by the Board of Selectmen. Following the interviews, the Board unanimously voted to hire John C. Dold, PE as the Town's new Superintendent. Mr. Dold has many years of experience in the municipal environment and in a short time has brought energy, innovation and technical oversight to the Department.

After a long and distinguished career with the Boxford Fire Department, one of Boxford's own native sons, Fire Chief Peter Perkins retired. Peter had served the Department as its first full-time Chief for the past eleven years. Chief Perkins was responsible for the administration of the Town's East and West fire stations and the supervision and training of the Town's full-time and call firefighters. Peter always kept himself in top physical condition and possessed great energy and enthusiasm for his work. Had State law not required Peter to retire, he would have likely stayed longer in the job that he loved. One of Peter's great assets was his ability to instill pride and integrity throughout the ranks of his command. At the Fall Town Meeting, in recognition of Peter's unstinting service, character and leadership, the Board of Selectmen proclaimed February 4, 2006 as Peter C. Perkins day in the Town of Boxford. Joining Peter on the MASCO stage for the reading of the proclamation were David McGarr, Charles Killam, Richard Cunningham, John Mulcahy and Damon Dustin. These gentlemen represented all five of the former Fire Chiefs, under whom Peter had served, over his forty-one year career.

With the pending retirement of Chief Perkins the Board of Selectmen held several meetings during the summer for the purpose of soliciting comments, suggestions and advice from both citizens and fire department employees. The Board conducted a department wide survey among the firefighters to seek their advice and counsel on this very important position. The Board then appointed a Screening Committee to review all applications, conduct preliminary interviews and identify finalists to be publicly interviewed by the full Board of Selectmen. Following the interviews of the three finalists, the Board unanimously voted to enter into contract negotiations with Boxford Fire Captain, Kerry C. Stickney. Upon the completion of contract negotiations, on January 24, 2006, the Board appointed Captain Stickney as Boxford's new Fire Chief. Chief Stickney is a thirty plus year veteran of the Department and the Board looks forward to working with him.



## **BUDGET AND FINANCES**

Several years ago the Selectmen and the Finance Committee agreed to financial guidelines whereby the Town would maintain reserves in free cash, stabilization and unused levy capacity as a percentage of the total Town budget. This philosophy has allowed the Town to maintain healthy reserves. With the Finance Committee and the Board of Selectmen scrutinizing budget requests and holding as closely to the guidelines as practical, the last two years the Town has not been able to balance the budget and continue to provide services at needed levels under the Proposition 2 ½ levy limit. New growth rate figures have leveled off and State aid has remained flat at a reduced level from what it was only a few years ago. During this period double digit inflation in health insurance premiums coupled with rising energy costs have eaten away at any modest increases in revenues. Consequently, the Town has had to resort to overrides for both school and non school budgets. Committed expenses, rising costs, low growth and flat State funding projected for Fiscal Year 2007 will once again require overrides in order to maintain Town service levels.

## **CABLE TV**

After a lengthy and arduous negotiation between the Town's Cable Committee and Comcast, the Board of Selectmen executed a ten year renewal license with Comcast. Most notable among the changes from the previous license was that under the new license, the Town assumed the responsibility for providing future community broadcasts. The negotiation stipulated that Comcast would provide funds and technical resources for the design, purchase and installation of state-of-the-art broadcast equipment. Not coincidentally, during the planning of the new town hall, the Board of Selectmen acknowledged the growing trend by cable TV companies to move away from community broadcasting. The timing was perfect. During the design/development planning phase of the new building project, the Town Hall Building Committee programmed space for a new equipment room, control room and large meeting room. This year, the Board of Selectmen authorized the establishment of a private nonprofit group, known as BCATv, to operate and manage all future local broadcasts. BCATv has been able to expand community programming to include broadcasts of virtually all Town Boards and Committees as well as numerous athletic and community events. Under BCATv, broadcast quality has dramatically improved and the Community Bulletin has been expanded and kept current. The Town's new broadcasting capability through BCATv is an asset that the Town can be proud of, and one that will only get better with the passage of time.

No sooner had the Town issued a license to Comcast when representatives from Verizon asked to meet with the Board of Selectmen. At the meeting Verizon officials announced that they had begun the planning of a major infrastructure project in Boxford aimed at providing expanded products to Boxford households, including cable TV. While the prospect of competition between Comcast and



Verizon appears to bode well for Boxford consumers, to date, preliminary negotiations with Verizon have been difficult and contentious. Stay tuned!

## **REVALUATION**

This past year the Board of Selectmen and Finance Committee supported a request by the Board of Assessors to hire the consulting firm of Vision Appraisal Technology, Inc. to assist the Town's Assessing Department with the completion of a triennial revaluation. The triennial revaluation is required by the State Department of Revenue. Over the past several years Boxford had fallen behind in the collection of assessment data. To make matters worse, the Town discovered that a significant amount of data on file was either inaccurate or not up-to-date. Moreover, recent changes to State law now require towns to assess open space tracts of land as well as town-owned buildings. Other changes within the law have caused the Board of Assessors to establish new guidelines and policies, as well as procedures for their uniform implementation. The additional amount of work imposed on the Town's assessment staff, as it works with Vision on the Town-wide revaluation, has been daunting. As a result, the Town's tax rate certification has been delayed causing the Town to send estimated tax bills in the third quarter of this year. Department of Revenue personnel have spent many hours in the Town Hall working with Vision and the Department of Assessment so that the property values can be certified before fourth quarter actual tax bills are issued. Preliminary indications suggest that, on average, properties have appreciated by 11% over what they were last year.

## **SALT CONTAMINATION**

In an attempt to support homeowners plagued with salt contamination in their wells, the Board of Selectmen held a public meeting with Mass Highway. Included among the many attendees were Mass Highway personnel, State Representatives, Boxford Health and Conservation officials and homeowners. Mass Highway had previously acknowledged that leachate from Mass Highway's salt shed located on Topsfield Road along with salt placed on the ramp and highway pavements, was the principal cause of the well failures. For the past two years Mass Highway has been drilling replacement wells for Boxford homeowners along the Route 95 corridor. To date 13 wells of the scheduled 30 needing replacement have been drilled. Unfortunately, it was learned that Mass Highway had not communicated its efforts to Town Health and Conservation officials. Consequently, it is not known whether the new wells meet minimum setback requirements or whether variances will have to be sought by Mass Highway on behalf of homeowners. Subsequently, Selectmen, Town officials and State representatives met with Secretary of Transportation, John Cogliano in Boston. The Selectmen in attendance urged the Secretary to instruct Mass Highway to work with Town Boards and Committees to actively seek to relocate the salt shed to a neighboring community that does not depend on private wells. Despite Mass Highway's best efforts to improve the operation of the shed, the Selectmen and others fear that in the future, new and existing wells will be

contaminated if the salt shed is allowed to remain in Boxford.

## **AFFORDABLE HOUSING**

Boxford continues to have difficulty in achieving its goal of adding 20 units of affordable housing per year. The Board of Selectmen in conjunction with the Boxford Housing Partnership, continues to seek ways in which Boxford can increase its affordable housing stock under the Governor's Executive Order 418. The process has been made difficult by the fact that the Town simply does not own very many parcels of unrestricted land. Two unrestricted Town-owned parcels that the Housing Partnership Committee has explored for affordable units, have met strong resistance from the surrounding neighborhoods. The process has been both enlightening and frustrating. Despite the lack of progress to date, the Board remains committed to working with the Housing Partnership, the Land Committee and the Community Preservation Committee as it continues its search for available land on which to begin implementation of Boxford's Affordable Housing Plan.

## **CHANGES ON THE BOARD**

This past May, Finance Committee member Dr. Stephen A. Davis was elected to the Board of Selectmen. Dr. Davis replaced retiring three-term Board member, Robert Was. The Board then elected Charles Costello as its Chairman and Joseph Callahan as Clerk. The Board expresses its thanks and appreciation, on behalf of the Town to Bob Was for his many years of dedicated service, especially his years on the Board of Selectmen.

Respectfully submitted,

Charles J. Costello, Chairman  
Joseph M. Callahan, Clerk  
Neil S. Olansky  
Barbara G. Jessel  
Stephen A. Davis

## ANNUAL REPORT OF TOWN COUNSEL

1. Amberwood v. Cargill, et al. (ZBA & Town)  
Land Court, Misc. No. 264711

Complaint filed pursuant to G.L. c. 40A, appealing the Zoning Board of Appeals' denial of a variance seeking to remove acreage from pork chop lot on Georgetown Road. The Land Court held that the Town's Large Lot Frontage Exception Bylaw, Section 196-24.D(3) of the Zoning Bylaws, was invalid as applied to plaintiff's property. The Appeals Court overturned the Land Court decision. Amberwood did not appeal from the Appeals Court decision. This case is closed.

03800/0042

2. Arnone v. Cargill, et al (ZBA)

Essex Superior Court, C.A. No. 00-01944

Complaint filed under G.L. c.40A, §17 appealing the Zoning Board of Appeals' decision upholding the building inspector's denial of a building permit for a lot 17D, at 111 Washington St., which does not meet the contiguous buildable area requirement. Notice of Appearance filed on behalf of the Board of Appeals. Case is pending.

03800/0029

3. Baybutt Construction v. Town

U.S. District Court, No. 04-10608MLW

Plaintiff seeks recovery for allegedly owed and unpaid sums under the Town Hall construction contract. The plaintiff's motion for partial summary judgment on the issue of liability only under the contract provision allowing the Town to assess liquidated damages for the delay in completion has been denied. Case is pending.

03800/0059

4. Connolly, et. al. v. Zoning Board of Appeals, et. al.

Land Court, Misc. No. 312091

An appeal by several abutters and neighbors of the Zoning Board of Appeals' grant of variances and a special permit to allow the construction of a wireless communications facility at 47C Pond Street. Case is pending.

03800/0065

5. Grant, Trustee v. Conservation Commission

Essex Superior Court, C.A. No. 03-02236

Abutter's appeal of order of conditions allowing the installation of a new well and construction of a new septic system on property located at 361 Main Street. On November 10, 2005, a decision was issued upholding and confirming the decision of the Conservation Commission to issue an Order



of Conditions to allow the installation and construction. No appeal was filed. This case is closed.

03800/0056

6. Grant, Trustee v. Town of Boxford Board of Health  
Essex Superior Court, C.A. No. 03-2349

Abutter's appeal of Board of Health's approval of an application for a variance from the Board's Private Water Supply Regulations for the installation of the new well on the property located at 361 Main Street ("Property"). On August 23, 2005, the court affirmed the decision of the Board of Health approving the variance. Judgment was entered on October 18, 2005. This case is closed.

03800/0058

7. Friends of Ipswich River, et. al. v. ZBA, et.al.  
Essex Superior Court, C.A. No. 05-01231

Appeal of grant of comprehensive permit by ZBA to Woodlot LLC, including a claim for damages. Case is in the early stages of litigation.

03800/0066

8. Haszard v. Gore, et.al. (Pl.Bd.)  
Land Court, Misc. No. 273914

This is an appeal of the Planning Board's denial of ANR endorsement for a plan showing land at 45B Glendale Road based on a determination that access was illusory. Following discovery, both parties filed cross-motions for summary judgment. The Court granted partial summary judgment to the plaintiff on the issue of the power easement blocking access and held that a trial is necessary relative to the remainder of the case. Case is pending.

03800/0033

9. Neidhardt v. Town  
Essex Superior Court, C.A. No. 01-01731

Owners of property abutting the Town's former landfill filed a claim alleging property damage pursuant to G.L.c. 21E and trespass due to alleged release of arsenic. Stipulation of Dismissal was filed in January, 2005. This case is closed.

03800/0040

10. Neve v. Conservation Commission  
Appeals Court, No. 2004-P-777 (formerly Essex Superior Court, C.A. No. 02-00941C)

This is an appeal from the Commission's Order of Conditions issued under the Town Wetlands Protection By-Law in 2002 for proposed work at the plaintiff's property at 34 Winding Oaks Way. In September 2003, the Essex Superior Court affirmed the Commission's decision and the plaintiff



thereafter appealed to the Appeals Court. The Appeals Court affirmed the judgment of the Superior Court. No appeal was filed. This case is closed.

11. Neve v. Conservation Commission II  
Essex Superior Court, C.A. No. 01-01575

This is an appeal from an Order of Conditions that was issued by the Commission on July 19, 2001 under the Town Wetlands Protection By-Law, for property located at 34 Winding Oaks Way. In August, 2005, the Superior Court ruled in favor of the plaintiff. The Conservation Commission did not appeal the Superior Court decision. This case is closed.

03800/0053

12. Nissenbaum v. Town, et.al.  
Essex Superior Court, C.A. No. 99-01247

Complaint filed in June 1999 pursuant to G.L.C. 40A, section 17 alleging that the Ingaldsby Farm Stand violates the Town's zoning by-laws and seeking enforcement of same. The parties filed cross-motions for Summary Judgment which were denied by the Court on June 13, 2005. On July 27, 2005, the plaintiffs filed a motion in the Essex Superior Court pursuant to Mass. R. Civ. P. 64, asking the court to report the case for determination by the Appeals Court. Case is pending.

03800/0024

13. Gary Sackrider v. Boxford Planning Board, et al.  
Land Court, Misc. No. 296356

Plaintiff's appeal of conditions imposed upon a subdivision that they claim was constructively approved for property located at 154 Spofford Road. Case is currently pending in Land Court.

03800/0057

14. Silverman v. Planning Board  
Land Court, Misc. No. 294134

Certiorari appeal and claim for declaratory relief from Planning Board decision that brick column and wall located at 35 Appleton Lane violate scenic roads act. Case is pending.

03800/0055

15. Town v. Arnone  
Land Court, Misc. No. 267057

Appeal filed by the Town challenging a claim of constructive grant of a variance and appeal of building inspector's decision regarding lot at 17D, 111 Washington Street. In January of 2005, the parties filed cross-motions for summary judgment. After oral argument, the Court took the matter under advisement. Case is pending.

03800/0027

16. Walker Development Corporation v. Town (Conservation Commission)  
Land Court, Misc. No. 293333

Certiorari appeal and claim for declaratory relief from decision of Conservation Commission denying order of conditions for common drive on Bennett Road. The parties agreed to remand the matter to the Commission for reconsideration of the prior denial.

Case is pending.

03800/0054

17. Walker Development Corporation v. Town (Planning Board) II  
Land Court, Misc. No. 304598

Appeal filed pursuant to G.L.c.41, sec.81BB and G.L.c.249, sec.4 (following remand from Land Court) challenging Planning Board's refusal to endorse ANR for property off Bennett Road. Awaiting a decision from the Court.

03800/0088

18. Winchell v. Planning Board I  
Land Court, Misc. No. 300373

Appeal of Planning Board's denial of ANR endorsement of plan for land at 583 Main Street (a pork chop lot created under zoning bylaws). Case is inactive, but still pending.

03800/0062

19. Winchell v. Planning Board II  
Land Court, Misc. No. 302453

Appeal of Planning Board's denial of second application for ANR endorsement of plan for land at 583 Main Street (a pork chop lot created under zoning bylaws). Case is pending.

03800/0061

Respectfully submitted,

Leonard Kopelman, for the firm  
of Kopelman and Paige, P.C.,  
Town Counsel

**ANNUAL REPORT OF SPECIAL TOWN COUNSEL  
MURTHA CULLINA LLP**

The hereto below cases result in an appeal from the Boxford Conservation Commission's denial to issue an Order of Conditions for alterations to wetlands.

1. In the Matter of *Albert and Sandra Aversa* – Department of Environmental Protection Docket Nos. 2000-101; 2000-102  
Files Nos. 114-699; 114-700; 114-701
2. *In the Matter of Albert and Sandra Aversa* – Department of Environmental Protection Docket Nos. 2002-214, 2002-215 and 2002-216  
File Nos. 114-829, 114-830 and 114-831
3. *Aversa P. Aversa, et al. v. Harry Reifel, et al.*  
Essex Superior Court Docket No. 02-1453A

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Francis A. DiLuna, for the firm of  
Murtha Cullina LLP  
600 Unicorn Park Drive  
Woburn, MA 01801  
(781) 933-5505

Dated: February 22, 2006

## **PERSONNEL BOARD**

In January, 2005, the Personnel Board (the "Board") reviewed a request to reclassify a position in the Finance Department creating a Payroll and Benefits Coordinator position. The Board approved this request and recommended an appropriate salary range based on an analysis of a survey of similar positions in comparable towns.

Lisa Luchetti was appointed by Chairman Lee Thompson to fill in in his absence.

Respectfully,

Personnel Board  
Lisa Luchetti, Acting Chairperson  
Lee Thompson, Chairman  
Bernice Brown, Vice Chairperson



## **BOXFORD HOUSING PARTNERSHIP COMMITTEE**

The Committee continued to implement the charge given to it by the Selectmen in 2003 to enable Boxford to reach the Commonwealth of Massachusetts' mandate that 10% of the town's housing stock be affordable. The seventh position of the committee (expanded last year) was filled by Jeffrey Ontell. The Committee has representation from the Selectmen, ZBA, Land Committee, Community Preservation Committee, Planning Board and Fire Department.

Several parcels of land were examined in great detail and two were brought before the Town for discussion. This review underscored the scarcity of land available for affordable housing. The BHP is working with and continues to support the Community Preservation Committee in its efforts to introduce a small Habitat for Humanity development in West Boxford.

A significant amount of time was spent this year examining a proposed bylaw that would allow accessory apartments to be used as rental units under the 40B guidelines. Under existing Boxford zoning, an accessory apartment is only available to relatives and zoning does not allow for renting. Drawing on experience gained in other towns, this proposed bylaw would allow accessory apartments (that were converted) to be rented as affordable units. This would add units to the Town inventory of affordable units without additional construction in Town.

In consideration of the efforts to date to implement affordable housing, the Town has requested certification to the Executive Order 418 (EO418). This will open the pathway to additional funding. The bidding and contract award process will also be streamlined because of access to State approved contractors.

### **Boxford Housing Partnership Committee**

Neil Olansky, Chairman  
Erin Hohmann, Clerk  
Peter Delaney  
Joseph Hill  
Arthur Kliman  
Jeffrey Ontell  
Bankson Riter, Jr.

## **FACILITIES MAINTENANCE COMMITTEE**

A “work report system” from all Town building managers was installed and improved for the use of the FMC and the DPW. This system is working well enough to track all progress and completion of maintenance problems in each building and will give a history of work done at each building.

Mold remediation problems were worked on at the East Library and the Community Center.

Monies were requested to provide a study for building a new DPW facility at the Town campus site. The money was forthcoming and plans for the new facility moved beyond the purview of this Committee.

Engineering reports on the West Library were passed on to the Library Trustees along with estimated repair costs for the work. The Trustees will have to act on the recommendation.

The Selectmen advised the Committee that monies for recommended maintenance and repair projects listed in the reserve study will be available on a yearly basis. There will be a 5 to 6 year budget created for planning purposes that will be updated every year.

The humidification system for the furnace at the Town Hall was upgraded and tested. Certain maintenance problems for future consideration were evaluated and a provision for attending to these problems was finalized. At the same time, it became evident that the heating system is not balanced and a 2006 winter priority will be to make sure all parts of the town hall are heated adequately.

Recommendations for maintenance problems occurring at the East Library were received by the Committee. The Committee voted to advise the Town Administrator of the immediate need for work on some of the listed projects.

The Committee was fortunate to receive two new members; Mr. Len Gibley and Mr. Chuck Adam, whose expertise will upgrade the Committee’s capabilities.

Monies were requested for exhaust systems of the motorized equipment at the Fire Stations. Monies were voted for this project by the Town for its part in a grant by the Homeland Security Department for this project.

The Committee realizes the need to standardize maintenance for all the buildings owned by the Town. Work progresses on the standardization program.

The Committee is also cognizant of the need for ongoing maintenance at the Town Hall and looks forward to the Town settling the contractor and architect actions so we can move forward in a positive manner with the problems in this building.

Respectfully submitted,

Peter Morbeck, Chair

Richard Stern, Leonard Gibley, Robert Hazelwood, Alfred Adam

## **LINCOLN HALL STUDY COMMITTEE**

The Lincoln Hall Study Committee was formed in June of 2004 with the charge to “consider options for the continued use or discontinuation of use of Lincoln Hall”. The Committee met for five months during the summer and fall of 2004 to develop a report to the Board of Selectmen that examined eleven possible options on what to do with the building. Some of the ideas included selling it, tearing it down leaving open space, or do a complete rehab into up-to-date meeting spaces.

The Committee carefully examined the building and the tiny lot it is situated on as to parking, septic, and water issues. The Committee spoke with Town organizations that presently use Lincoln Hall including the American Legion, the Grange, three Cub Scout packs, and BTA/Bolt. These groups spoke at a Selectmen’s meeting, voicing their desire that the building be retained for their use.

The Committee, on a split vote, recommended to the Selectmen they support renovations to the Hall if they could be accomplished in the \$350-450,000 range. The Committee was recommissioned by the Selectmen in late 2005 with the new charge to explore this option and come back with some solid numbers from contractors. This study is presently underway.

Respectfully submitted,

Robert Hazelwood, Chair

Committee Members: Sandy Nason, Ron Holmgren, Rosita Proulx, Peter Morbeck, Sumner Bray, Steve Davis





# TOWN CLERK

*Annual Town Meeting - May 10, 2005*

*Special Town Meeting – May 10, 2005*

*Annual Town Election – May 17, 2005*

*Special Town Meeting – October 25, 2005*

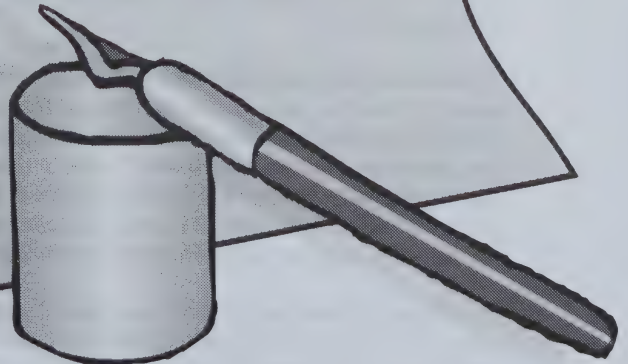
*Special Town Meeting – November 15, 2005*

*Special Town Election – November 1, 2005*

*Dog Licenses*

*Vital Statistics*

*State Hunting & Fishing Licenses*



**ANNUAL TOWN MEETING  
MAY 10, 2005**

Voters of the **Town of Boxford** met at the **Masconomet High School** on Tuesday, May 10, 2005. Before calling the meeting to order Jerry Johnston presented his “**Moderator Award**” to an outstanding citizen. **Nancy Merrill** was this year’s honoree.

**Moderator Johnston** called the Annual Town Meeting to order at 8:07 p.m. **The articles of the Warrant were disposed of accordingly.**

**ARTICLE 1.** To receive and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed; or take any other action thereon.

*Upon motion made and duly seconded, it was **VOTED, by unanimous voice vote, to place on file the reports of the Town Officers and Committees** without ratification of any action taken or authorization of any action proposed.*

**ARTICLE 2.** To see if the Town will authorize the establishment of the following **revolving accounts** as authorized by Chapter 44, § 53E½ of the Massachusetts General Laws, contingent upon an annual report to the Town on the total receipts and expenditures of each account for each fiscal year:

1) **Recycling Revolving Account** under the direction of the Board of Health and used for the deposit of receipts and fees collected on recyclable materials; said recyclable materials to be determined by a joint vote of the Board of Health and Recycling Committee and to be in compliance with all state health regulations; and, further, to allow the Board of Health, or the Recycling Committee, with the approval of the Board of Health, to expend funds not to exceed **\$25,000** for Fiscal Year 2006 from said account for the operation and maintenance of the Town Recycling Center;

2) **Printing Revolving Account** under the direction of the Board of Selectmen and used for the deposit of receipts and fees collected on the sale of printed official documents as required by law by several of the elected and appointed committees, commissions, and boards as well as legal advertisements which are reimbursed to the Town; and further to allow the Board of Selectmen to expend funds not to exceed **\$10,000** for Fiscal Year 2006 from said account for the costs to the Town for printing supplies, equipment and reimbursable advertising;

3) **Library Photocopy Machine Revolving Account** under the direction of the Board of Library Trustees and used for the deposit of receipts collected through public use of the photocopy machines at both the Boxford Village and West Boxford libraries; and further to allow the Board of Library Trustees to expend fees not to

exceed **\$5,000** for fiscal year 2006 from said account for ongoing supplies and maintenance of the copy machines, and purchase of other library supplies;

4) **Conservation Revolving Fund** under the direction of the Conservation Commission and used for the deposit of receipts collected through fees, including fees collected from applications related to the Town of Boxford Wetlands Protection Bylaw, by direction of the Conservation Commission and further to allow the Conservation Commission, with the written approval of the Selectmen, to expend fees not to exceed **\$50,000** for fiscal year 2006 from said account for management of land under Conservation Commission control, and for other Conservation Commission expenses approved by a majority of the Commission;

5) **Highway Safety Revolving Account** under the direction of the Board Selectmen and used for the deposit of receipts collected through fines assessed against commercial motor vehicles by the Commercial Vehicle Enforcement Unit; and further to allow the Board of Selectmen to expend fees not to exceed **\$10,000** for fiscal year 2006 from said account for the purchase and maintenance of equipment related to highway safety; or take any other action thereon.

**Sponsored by the Board of Selectmen**  
**Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the establishment of the revolving accounts as listed in Article 2 of the warrant as authorized by chapter 44, sec 53E1/2 of the Massachusetts General Laws, contingent upon an annual report to the Town on the total receipts and expenditures of each account for each fiscal year.*

**ARTICLE 3.** To see if the Town will vote to adopt the **Classification Plan and Compensation Plan** for FY 2006, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on page 19 of this warrant; or take any other action thereon.

**Sponsored by the Personnel Board**  
**Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was VOTED, by unanimous voice vote, to adopt the **Classification Plan and Compensation Plan for FY 2006**, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on page 19 of this warrant.*

**ARTICLE 4.** To **act on the proposed budget** and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for fiscal year 2006, to wit: General Government, Finance, Public Safety, Education, Town Maintenance, Health & Human Services, Culture & Recreation, Insurance & Pensions, and all other necessary proper expenses during



said fiscal year; and authorize expenditure of these funds under the direction of the appropriate listed department; or take any other action thereon.

**Sponsored by the Finance Committee**

**Estimate: \$ 22,593,845**

**Finance Committee recommends adoption of this article**

**The proposed budget is printed on pages 20 and 21 of this warrant.**

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**NOTE:** At this time, we anticipate that **Article 5, 6 and 7** will be offered as a "contingent appropriations." This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2½ ballot question. Should the override question fail, the appropriation would be rendered null and void, and in the case of **Article 6**, the Masconomet Regional School District budget would be rejected (the district budget must be accepted by at least two of the three member communities).

**An amendment to Article 4 was introduced to amend Town Clerk Budget All-Other from \$31,075 to \$31,784 and adjust the total of General Government from \$845,749 to \$850,876. An increase of \$709.00 from FY 2005.**

*Upon a motion made and duly seconded, the amendment was **DEFEATED** by unanimous voice vote.*

*Upon motion made and duly seconded the it was **VOTED, unanimous voice vote**, to **raise the sum of \$22,580,274 and transfer \$13,571 from the "Receipts Reserved for Appropriation-Septic Loan Fund"** for a total appropriation of **\$22,593,845** for the use of several departments for fiscal year 2006, to wit: General Government, Finance, Public Safety, Education, Town Maintenance, Health & Human Services, Culture & Recreation, Insurance & Pensions, and all other necessary proper expenses during said fiscal year as printed on pages 20 and 21 of the warrant; and authorize expenditure of these funds under the direction of the appropriate listed department.*

**ARTICLE 5.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$163,200** for the purposes of additionally funding the Fiscal Year 2006 Elementary School Budget for the fiscal year beginning July 1, 2005, provided that the amount authorized herein shall be contingent upon the vote at the Town election to assess additional real estate and personal property taxes in accordance with the provisions of **Proposition 2 ½**, so called; or take any other action thereon.



**Sponsored by the Elementary School Committee  
Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was **VOTED by majority voice vote, to raise and appropriate** the sum of **\$163,200** for the purposes of additionally funding the Fiscal Year 2006 Elementary School Budget for the fiscal year beginning July 1, 2005, provided that the amount authorized herein shall be contingent upon the vote at the Town election to assess additional real estate and personal property taxes in accordance with **the provisions of Proposition 2 ½, so called.***

**ARTICLE 6.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$220,000** for the purposes of additionally funding the Fiscal Year 2006 Masconomet Regional School District Assessment, thereby completing the funding required to meet the total assessment and approve the district certified budget, provided that the amount authorized herein shall be contingent upon the vote at the Town election to assess additional real estate and personal property taxes in accordance with the **provisions of Proposition 2 ½, so called; or take any other action thereon.**

**Sponsored by the Masconomet Regional School Committee  
Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was **VOTED by majority voice vote to raise and appropriate** the sum of **\$220,000** for the purposes of additionally funding the Fiscal Year 2006 Masconomet Regional School District Assessment, thereby completing the funding required to meet the total assessment and approve the district certified budget, provided that the amount authorized herein shall be contingent upon the vote at the Town election to assess additional real estate and personal property taxes in accordance with **the provisions of Proposition 2 ½, so called.***

**ARTICLE 7.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$63,000** for the purposes of additionally funding the Fiscal Year 2006 department budgets as follows: **Board of Health, \$12,600; Department of Public Works–All Other, \$18,800; Town Clerk–All Other, \$6,000; Computer Management Committee, \$14,400; Building Inspector, \$11,200**, for the fiscal year beginning July 1, 2005, provided that the amount authorized herein shall be contingent upon the vote at the Town Election to assess additional real estate and personal property taxes in accordance with the **provisions of Proposition 2 ½, so called; or take any other action thereon.**

**Sponsored by the Board of Selectmen  
Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was **VOTED by majority voice vote to raise and appropriate** the sum of **\$63,000** for the purposes of additionally funding the Fiscal Year 2006 department budgets as follows: **Board of Health, \$12,600; Department of Public Works–All Other, \$18,800; Town Clerk–All Other, \$6,000; Computer Management Committee,\$14,400; Building Inspector, \$11,200,** for the fiscal year beginning July 1, 2005, provided that the amount authorized herein shall be contingent upon the vote at the Town election to assess additional real estate and personal property taxes in accordance with the **provisions of Proposition 2 ½**, so called.*

**ARTICLE 8.** To see if the Town of Boxford will approve the establishment of a stabilization fund by the Masconomet Regional School District, beginning July 1, 2005, under **M.G.L. Chapter 71, Section 16G ½**, or to take any other action thereon.

**Sponsored by the Masconomet Regional School District  
Committee  
Finance Committee recommends adoption of this article  
Capital Budgeting recommends adoption of this article**

*Upon a motion made and seconded, it was **VOTED to approve the establishment of a stabilization fund** by the Masconomet Regional School District, beginning July 1, 2005, under M.G.L. Chapter 71, Section 16G ½.*

**ARTICLE 9.** To act on the list of proposed capital purchases for FY 2006 and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for fiscal year 2006, and authorize expenditure of these funds under the direction of the appropriate listed department; or take any other action thereon.

**Sponsored by the Board of Selectmen  
Estimate: \$ 263,100.  
Finance Committee recommends adoption of this article  
Capital Budget Committee Recommendation: “A” Essential**

The proposed capital budget is printed on page 22 of this warrant.

*Upon a motion made and duly seconded, it was **VOTED my unanimous voice vote, to transfer from Free Cash** the sum of \$252,400 and transfer the sum of \$10,700 from the **Overlay Released by the Assessors** for a total appropriation of **\$263,100** to fund the list of capital purchases as shown on page 22 of the warrant, for the use of several departments for fiscal year*

2006, and authorize expenditure of these funds under the direction of the Board of Selectmen.

**ARTICLE 10.** To see if the Town will vote to set the **annual curbside solid waste collection fee** at **\$2.00** per 32-gallon bag or container (each use); or take any other action thereon

**Sponsored by the Board of Health**

*Upon a motion made and duly seconded, it was **VOTED by unanimous voice vote** to set the **annual curbside solid waste collection fee** at **\$2.00** per 32-gallon bag or container (each use).*

**ARTICLE 11.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$52,000** to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick days available to employees with more than twenty-five years consecutive service with the Town of Boxford, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

**Sponsored by the Board of Selectmen**

**Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was **VOTED unanimous voice vote**, to **transfer from Free Cash** the sum of **\$32,000** and transfer from **Overlay Released by the Assessors** the sum of **\$20,000** for a total appropriation of **\$52,000** to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick days available to employees with more than twenty-five years consecutive service with the Town of Boxford, said funds to be expended under the direction of the Board of Selectmen.*

**ARTICLE 12.** To see if the town will vote to raise and appropriate, or transfer from available funds the sum of **\$35,000** to fund a **feasibility study**, site analysis, environmental review and other expenses as necessary to consider a **new Department of Public Works Office and Garage** on town owned land off Spofford Road, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

**Sponsored by the Board of Selectmen**

**Finance Committee recommends adoption of this article**

**Capital Budget Committee Recommendation: "A" Essential**

*Upon a motion made and duly seconded, it was **VOTED by majority voice vote**, to **transfer from Overlay Released by the Assessors** the*



sum of **\$35,000** to fund a **feasibility study**, site analysis, environmental review and other expenses as necessary to consider a **new Department of Public Works Office and Garage** on town owned land off Spofford Road, said funds to be expended under the direction of the Board of Selectmen.

**ARTICLE 13.** To see if the town will vote to raise and appropriate, or transfer from available funds the sum of **\$3,000** to partially fund the **Boxford Cultural Arts Council**, said funds to be expended under the direction of the Boxford Cultural Arts Council; or take any other action thereon.

**Sponsored by the Board of Selectmen**  
**Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was **VOTED by unanimous voice vote**, to **transfer from Free Cash** the sum of **\$3,000** to partially fund the **Boxford Cultural Arts Council**, said funds to be expended under the direction of the Boxford Cultural Arts Council.*

**ARTICLE 14.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$2,000** for the purpose of participation in the **Help for Abused Women and their Children (HAWC) program**, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

**Sponsored by the Board of Selectmen**  
**Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was **VOTED by unanimous voice vote**, to **transfer from Free Cash** the sum of **\$2,000** for the purpose of participation in the **Help for Abused Women and their Children (HAWC) program**, said funds to be expended under the direction of the Board of Selectmen.*

**ARTICLE 15.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$25,769** for fiscal year 2006 for the **support of the Tri-Town Council on Youth and Family Services, Inc.**, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

**Sponsored by Board of Selectmen**  
**Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was **VOTED by majority voice vote**, to **transfer from Free Cash** the sum of **\$25,769** for fiscal year 2006 for the **support of the Tri-Town Council on Youth and Family Services, Inc.**, said funds to be expended under the direction of the Board of Selectmen.*



**ARTICLE 16.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of **\$175,000** to fund the **Reserve Fund**, said funds to be expended under the direction of the Finance Committee; or take any other action thereon.

**Sponsored by the Finance Committee**  
**Finance Committee recommends adoption of this article.**

*Upon a motion made and duly seconded, it was **VOTED by unanimous voice vote, to transfer from Free Cash** the sum of \$100,000, and transfer from the **Overlay Released by the Assessors** the sum of \$75,000, for a total appropriation of **\$175,000** to fund the **Reserve Fund**, said funds to be expended under the direction of the Finance Committee.*

**ARTICLE 17.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$10,000** to replenish the **Town Unemployment Fund**, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

**Sponsored by the Board of Selectmen**  
**Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was **VOTED by unanimous voice vote to transfer from Free Cash** the sum of **\$10,000** to replenish the **Town Unemployment Fund**, said funds to be expended under the direction of the Board of Selectmen.*

**ARTICLE 18.** To see if the Town will vote to appropriate or reserve from the **Community Preservation Fund** annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in fiscal year 2006, with each item to be considered a separate appropriation:

<b><u>Appropriations:</u></b>	
<b>From FY 2006 estimated revenues for Sawyer-Richardson</b>	
<b>Open Space Bond expenses</b>	<b>\$263,356</b>
<b>From FY 2006 estimated revenues for Committee</b>	
<b>Administrative Expenses</b>	<b><u>42,000</u></b>
	<b>\$305,356</b>
<b><u>Reserves:</u></b>	
<b>From FY 2006 estimated revenues for Historic</b>	
<b>Resources Reserve</b>	<b>84,000</b>
<b>From FY 2006 estimated revenues for Community</b>	
<b>Housing Reserve</b>	<b><u>84,000</u></b>
	<b>\$168,000</b>

**Sponsored by the Community Preservation Committee  
Finance Committee recommends adoption of this article**

*Upon a motion made and duly seconded, it was **VOTED by unanimous voice vote to appropriate and reserve from the Community Preservation Fund** annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in fiscal year 2006, with each item to be considered a separate appropriation:*

**Appropriations:**

From FY 2006 estimated revenues for Sawyer-Richardson	
Open Space Bond expense	<b>\$263,356</b>
From FY 2006 estimated revenues for Committee	
Administrative Expenses	<b>\$42,000</b>

**Reserves:**

From FY 2006 estimated revenues for Historic Resources Reserve	<b>\$ 84,000</b>
From FY 2006 estimated revenues for Community Housing Reserve	<b>\$ 84,000</b>
	<b>\$473,356</b>

**ARTICLE 19.** To see if the Town will vote to appropriate **\$35,000** from the Historic Resources Reserve of the Community Preservation Fund **to fund the Council on Aging's project for the rehabilitation of the air conditioning, ventilation and electrical systems at the historic Boxford Community Center;** said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereon.

**Sponsored by the Community Preservation Committee  
Finance Committee recommends adoption of this article  
Capital Budget Committee Recommendation: "C" Low Priority**

*Upon a motion made and duly seconded, it was **VOTED by unanimous voice vote to appropriate \$35,000** from the Historic Resources Reserve of the Community Preservation Fund **to fund the Council on Aging's project for the rehabilitation of the air conditioning, ventilation and electrical systems at the historic Boxford Community Center;** said funds to be expended under the direction of the Community Preservation Committee.*

**ARTICLE 20.** To see if the Town will vote to appropriate **\$102,300** from the Undesignated Community Preservation Fund balance **to fund the Recreation Committee's creation of two new public tennis courts in place of the old at the Police Station, and the creation of a new ball field in place of the old at Spofford Pond School, including the installation of an irrigation system to preserve said field and Johnson Field;** said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereon.

**Sponsored by the Community Preservation Committee  
Finance Committee recommends adoption of this article  
Capital Budgeting Committee Recommendation: "B" High Priority**

*Upon a motion made and duly seconded, it was **VOTED by majority voice vote, to appropriate \$102,300 from the Undesignated Community Preservation Fund balance to fund the Recreation Committee's creation of two new public tennis courts in place of the old at the Police Station, and the creation of a new ball field in place of the old at Spofford Pond School, including the installation of an irrigation system to preserve said field and Johnson Field;** said funds to be expended under the direction of the Community Preservation Committee.*

**ARTICLE 21.** To see if the Town will vote to appropriate \$40,000 from the Historic Resources Reserve of the Community Preservation Fund and \$84,000 from the FY 2006 estimated revenues for Historic Resources Reserve for a total appropriation of **\$124,000 to fund the Board of Library Trustees' project for the rehabilitation of the moisture damaged basement and foundation of the historic Gardner A. Morse School (now the West Village Library);** said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereon

**Sponsored by the Community Preservation Committee  
Finance Committee recommends adoption of this article  
Capital Budgeting Committee Recommendation: "A" Essential**

*Upon a motion made and duly seconded, it was **VOTED by majority voice vote to pass over Article 21.***

*Upon a motion made and duly seconded it was **VOTED by majority voice vote to adjourn Annual Town Meeting at 10:37 p.m. and to a time and place certain, namely, Wednesday, May 11, 2005 at 7:30 p.m. at the Masconomet Regional High School Auditorium, 20 Endicott Road, Boxford, MA.***

***Voters present for first night 240. Counter and checkers appointed by Town Clerk, Patricia Shields.***



**Second night of Boxford's Annual Town Meeting** was called to order by Moderator, Jerry Johnston, at 7:32 p.m.

**ARTICLE 22.** To see if the Town will authorize the Selectmen to grant a conservation restriction to BTA/BOLT, Inc. on a 4.35 acre town owned parcel known as "Round Top Parcel", identified on the records of the Boxford Assessors as Map 25, Block 2, Lot 10, further described as Lot 21 as shown on a plan entitled, "Plan of Land Belonging to Harlan P. Kelsey, Inc., Situated in Boxford, MA", dated February 11, 1955, recorded with the Registry of Deeds, Plan Book 86, Plan 51, and authorize the Selectmen to enter into any and all agreements and execute any and all documents necessary to affect said grant, or take any other action thereon.

#### **Sponsored by the Historical Commission**

**An amendment to the motion to PASSOVER (Article 22) was made and duly seconded, it was VOTED by majority voice vote to DEFEAT this motion.**

*Upon a motion made and duly seconded it was **VOTED by hand count (169 YES and 45 NO) a greater than 2/3 vote** to authorize the Selectmen to grant a conservation restriction to BTA/BOLT, Inc. on a 4.35 acre town owned parcel known as "**Round Top Parcel**", identified on the records of the Boxford Assessors as Map 25, Block 2, Lot 10, further described as Lot 21 as shown on a plan entitled, "**Plan of Land Belonging to Harlan P. Kelsey, Inc., Situated in Boxford, MA**", dated February 11, 1955, recorded with the Registry of Deeds, Plan Book 86, Plan 51, and authorize the Selectmen to enter into any and all agreements and execute any and all documents necessary to affect said grant.*

**ARTICLE 23.** To see if the Town will vote to accept the following roads described below, **as public ways**, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift; said plans on file with the Town Clerk:

**Bayns Hill Road** in its entirety, from Station 0+00 to Station 14+21.15 as shown on a plan entitled, "Definitive Plan Bayns Hill Subdivision in Boxford, Massachusetts", prepared for Mackinnon Real Estate Trust, dated September 20, 1995, by Hancock Survey Associates, Inc. and recorded in Essex South Registry of Deeds; or take any other action thereon.

#### **Sponsored by the Planning Board**

***Upon a motion made and duly seconded, it was VOTED by majority voice vote to PASSOVER Article 23.***



**ARTICLE 24.** To see if the Town will vote to amend the Zoning Bylaw by adding a new section:

**§ 196-29. Driveways.**

**A. Driveways for detached single-family houses** – shall comply with the following:

1. Layouts and configurations shall avoid excessive curves and slopes to provide optimal safety.
2. To the extent possible, the driveway shall be aligned at ninety degrees (90°) to the public way.
3. All driveway locations, layouts, proposed slopes, drainage and associated improvements, shall be shown on a plan, stamped by a professional engineer, submitted with the subdivision plans or ANR plans, and shall be reviewed and approved by the Boxford Planning Board, Fire and Police Chiefs, and the Superintendent of the Department of Public Works (DPW).
4. The driveway layout plan shall be submitted to and approved by the Building Inspector.

**B. Individual driveways shall meet the following standards:**

1. All driveways shall have a finished width no less than nine feet (9').
2. Maximum slopes (measured along the centerline) – 12% at any point; except the first 25' in from the public way shall have a maximum slope of 3%; slopes over 12% shall require a special permit from the Zoning Board of Appeals. The Planning Board shall require paving on any slopes over 8%.
3. The rate of post-development runoff shall not exceed the rate of pre-development runoff.
4. The DPW Superintendent and Fire Chief may impose other conditions at their discretion to ensure safe access to the public way and to prevent any damage or dangerous situation(s) because of drainage, icing, etc. onto public roads.

**C. Shared Driveway Standards** – shall conform to all the regulations pertaining as set forth in Subsections B(1) through (4), hereof and § 196-13B (11)(m), plus the following:

1. The shared driveway shall not enter the roadway at a point separated by less than one hundred feet (100') from any other driveway or intersection, centerline to centerline.
2. The shared driveway shall have a finished width no less than twelve feet (12') plus a one foot (1') shoulder on either side.

or take any other action thereon

**Sponsored by the Planning Board and Fire Chief**

***Upon motion made and duly seconded, it was VOTED by majority voice vote to defeat the amendment to modify Article #24, as follows to remove section C1 and remove the designation C2.***

***Upon motion made and duly seconded, it was VOTES by majority voice vote to Pass Over Article #24.***

**ARTICLE 25.** To see if the Town will vote to amend §196-24 (D) (2) (a) **Minimum width of lot** of the Zoning Bylaw to now read (new language shown in bold):

“Each lot for residential use in an R-A Residence-Agricultural District shall contain a minimum diameter area of 200 feet within which any dwelling shall be built, **which dwelling shall conform** to all setback and other provisions of this by-law. The diameter area of 200 feet shall be designated on any plans for the lot **and need not conform to the said setback provisions:** or to take any other action thereon.

#### **Sponsored by the Planning Board**

***Upon a motion made and duly seconded it was VOTED by unanimous voice vote to amend §196-24 (D) (2) (a) Minimum width of lot of the Zoning Bylaw to now read:***

“Each lot for residential use in an R-A Residence-Agricultural District shall contain a minimum diameter area of 200 feet within which any dwelling shall be built, **which dwelling shall conform** to all setback and other provisions of this by-law. The diameter area of 200 feet shall be designated on any plans for the lot **and need not conform to the said setback provisions.**

**ARTICLE 26.** To see if the Town will vote to amend the Zoning Bylaws §196-13 C “Accessory Apartments in Residence Districts” and change the language in paragraph (3) Apartment Size and add a new paragraph (9) as shown below (new language shown in bold and deleted language shown with strikethrough):

(3) Apartment size. The ~~maximum floor size~~ **gross floor area** for an accessory apartment shall not exceed the lesser of

(a) 1,000 square feet; or

(b) 25% of the ~~habitable area~~ **gross floor area** of the **sum total of the two dwelling units, principal dwelling** as determined at the time of the special permit request. ~~“Habitable area” is defined as finished, heated living space.~~ **“Gross floor area” shall be defined as the sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls. This includes courts, decks or porches when covered by a roof, or finished portions of basements and excludes garages.**

(9) Under no circumstances shall the accessory apartment be detached from the main dwelling unit.

**Sponsored by the Zoning Board of Appeal**

*Upon a motion made and duly seconded it was **VOTED by unanimous voice vote** to amend the Zoning Bylaws §196-13 C "Accessory Apartments in Residence Districts" and change the language in paragraph (3) Apartment Size and add a new paragraph (9) **to now read:***

(3) Apartment size. The **gross floor area** for an accessory apartment shall not exceed the lesser of

(a) 1,000 square feet; or

(b) 25% of **gross floor area** of the **sum total of the two dwelling units**, as determined at the time of the special permit request. "**Gross floor area**" shall be defined as the sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls. This includes courts, decks or porches when covered by a roof, or finished portions of basements and excludes garages.

(9) Under no circumstances shall the accessory apartment be detached from the main dwelling unit.

**ARTICLE 27.** To see if the Town will vote to amend the Zoning Bylaws § 196-6 "**Change Extension or Alteration**" to be re-titled and to now read as follows (new language shown in bold and deleted language shown with strikethrough):

196-6 ~~Change, extension or alteration.~~ **Alteration, Reconstruction, Extension or Change.**

~~A. If the Inspect of Buildings finds that the proposed change may have an adverse effect upon an abutter, he may require a special permit.~~

**A. Alteration, Reconstruction, Extension or Structural Change to a nonconforming single-family dwelling shall be permitted so long as the alteration, reconstruction, extension or structural changes does not increase the nonconforming nature of the dwelling or result in an increase in footprint, height, or square footage may be permitted on special permit from the Board of Appeals in accordance with the provisions of Article X if the Board of Appeals finds that such extension, alteration or change will not be substantially more detrimental to the neighborhood than the existing nonconforming use.**

**B. If an alteration, reconstruction (including a voluntary demolition), extension or structural change to a nonconforming single-family dwelling results in an increase in the**



**nonconformity or an increase in footprint, height or square footage, said alteration, reconstruction, extension or structural change may be permitted on special permit from the Board of Appeals in accordance with the provisions of Article X if the Board of Appeals finds that such extension, alteration or change will not be substantially more detrimental to the neighborhood than the existing nonconforming use.**

**B.C.** Other nonconforming structures or uses may be extended, altered or changed in use on special permit from the Board of Appeals in accordance with the provisions of Article X if the Board of Appeals finds that such extension, alteration or change will not be substantially more detrimental to the neighborhood than the existing nonconforming use.

**C.D.** Once changed to a conforming use; no structure or use shall be permitted to revert to nonconformity.

### **Sponsored by the Zoning Board of Appeals**

***Upon a motion made and duly seconded it was VOTED by unanimous voice vote to PASSOVER (Article 27)***

**ARTICLE 28.** To see if the Town will vote to amend its Bylaws by adding the following section:

### **Formation and Adoption of An Agricultural Commission**

#### **Section 1 Legislative Purpose and Intent**

The purpose and intent of this By-law is to state with emphasis the right to farm exists in the Town of Boxford and accorded to all citizens of the Commonwealth under Article 97, of the Massachusetts Constitution, and all state statutes and regulations there under including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A. We the citizens of Boxford restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution, ("*Home Rule Amendment*").

**The primary intent of this By-law is to form and enable an Agricultural Commission to inform, facilitate, and represent the citizens of Boxford on farming issues. The Boxford Formation and Adoption of An Agricultural Commission does not relax requirements of Town regulations concerning recreational farming. The By-law enables the Town of Boxford to improve communication with its citizens and the Massachusetts Department of Agricultural Resources.**

**This General By-law encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands**



**within the Town of Boxford by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies.** This By-law shall apply to all zoning districts within the Town.

## **Section 2      Definitions**

The word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of commercial or recreational agriculture, or accessory thereto.

**The words "farming" or "agriculture" or their derivatives shall include, but not be limited to the following:**

- farming in all its branches and the cultivation and tillage of the soil;
- dairying;
- production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodity;
- growing and harvesting of forest products upon forest land, and any other forestry or lumbering operations;
- keeping, raising, and training of horses as a commercial or recreational enterprise; for pleasure, therapy, and 4-H projects;
- keeping and raising of poultry, swine, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food, recreation, 4-H projects or other agricultural purposes, including bees;

**"Farming" shall encompass activities including, but not limited to, the following:**

- operation and transportation of slow-moving farm equipment over roads within the Town;
- control of pests, including, but not limited to, insects, weeds, predators and disease organism of plants and animals;
- application of manures, fertilizers and pesticides; composting for producing soil amendments
- conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that the activities are related to marketing the agricultural output or services of the farm;
- processing and packaging of the agricultural output of the farm and the operation of a farmer's market or farm stand including signage thereto;
- maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, training, or sale of the agricultural products; and
- on-farm relocation of earth and the clearing of ground for farming operations

**\*\*\* *"The content of the above lists are some of the legal options for commercial farming at the time this By-law was written. Refer to the laws stated in Section 1 for specific details. It should also be***

***noted that farmers in the Town of Boxford are stewards of the land and are courteous to their neighbors. This section is NOT allowing recreational farmers the ability to utilize commercial options without following Town and State procedures. Nor does it relax or supersede neighborhood restrictions or covenants. ”***

### **Section 3      Right To Farm Declaration**

***The Right to Farm is hereby recognized to exist within the Town of Boxford. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. It is hereby determined that what ever impact may be caused to others through the **normal practice** of agriculture is more than offset by the benefits of farming to the neighborhood, community, and society in general. The benefits and protections of this By-law are intended to apply to recreational and commercial agricultural and farming operations and the activities conducted in accordance with generally accepted agricultural practices. Moreover, nothing in this Formation and Adoption of an Agricultural Commission shall be deemed as acquiring any interest in land, or as imposing any land use regulation, which is properly the subject of state statute, regulation, or local zoning law.***

***\*\*\*“This declaration does not change existing regulation for recreational farming or commercial activities, but declares that there are degrees of activities that are normal in farming and the public should be aware.”***

### **Section 4      Disclosure Notification**

**A real estate broker or agent, landowner, or seller of land in Boxford shall provide** a copy of the Disclosure Notice below to prospective purchasers or lessees prior to the signing of any contract for sale, lease or transfer of the premise to inform potential buyers, lessees and transferees that Boxford is a farming community. The Agricultural Commission established herein shall provide and distribute copies of the Disclosure Notice below to area real estate broker’s offices and otherwise assist with facilitating the distribution said Notice within the Town of Boxford.

**“It is the policy of this community to conserve, protect and encourage the maintenance and improvement of agricultural land** for the production of food, and other agricultural products, and also for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy lies within **a town where farming activities may occur**. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors. Buyers or occupants are also informed that the location of property within the Town may be impacted by recreational and commercial agricultural operations

including the ability to access water services for such property under certain circumstances.”

**“Buyers or occupants should also note** that the Town of Boxford owns extensive parcels of land that may be used for recreational and agricultural purposes. In addition, an extensive trail network on public and private lands exists and connects to most of these Town owned parcels.”

**“The Town of Boxford is supportive of farming, dedicated to the preservation of open space, and ardent in preserving its rural charm for future generations.”**

This disclosure notification shall be provided via the Town to landowners each fiscal year published in the annual report and on the Town website.

**\*\*\* *“The disclosure notifies the public, that Boxford is a farming community. It does not encourage offensive behavior, but informs the buyer that there are degrees of agricultural activities that may occur.”***

## **Section 5 Resolution of Disputes**

**Any person who seeks to complain about the operation of a farm may,** notwithstanding pursuing any other available remedy, file a grievance with the Board of Selectmen, the Zoning Enforcement Officer, or Conservation Commission, or all other Town Commissions and Boards, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Board of Selectmen, Zoning Enforcement Officer, Conservation Commission, or all other Town Commissions and Boards may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the referring Town authority within an agreed upon time frame.

**The Board of Health, except in cases of imminent danger or public health risk,** may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the Board of Health within an agreed upon time frame.

**Farmers seeking assistance, guidance, facilitation, or suggestions on farming issues,** may also approach the Agricultural Commission or its agent, which shall review and facilitate whatever processes the Agricultural Commission determines with respect to guidance or suggestions. Issues of grievance, require the Agricultural Commission to notify related Town authorities or all Town authorities of pending concern, depending on the nature of the grievance.



***\*\*\* “This section seeks to address all citizen complaints or comments in regards to farming, without removal of the existing processes, but rather offering assistance to resolution.”***

#### **Section 6      Formation of Commission**

**The Commission shall consist of five members appointed by the Board of Selectmen.** The Commission will consist of **three commercial agricultural enterprise operators** (landowners or lessee) or individuals from related professions and industries, with the primary goal of representation from the commercial farmer. The two remaining positions must be representative of Boxford’s recreational farming community. **The Commission must represent diversity of farming within the Town of Boxford.** The initial terms for Commission members shall be staggered: two members for a term of three years, two members for a term of two years and one member for a term of one year. Successive terms will be three year, appointments. An additional five non- voting members shall be selected by the Commission for a term of one year to act as: advisors; representation of citizen concerns; representation of Town boards; representation of town farming not present in the appointed board; representation from clubs or other community activities.

***\*\*\* “This section seeks representation of diversity of farming and inclusion of community within the Agricultural Commission.”***

#### **Section 7      Further Functions of Commission**

**Said Commission once appointed shall develop a work plan to guide its activities.** Such activities include, but are not limited to the following: **shall serve as facilitators for encouraging the pursuit of agriculture in the Town of Boxford; shall determine Commission’s meeting schedule; shall promote agricultural-based enterprises; shall act as facilitators, advocates, informers, and/or negotiators on farming issues; shall work for preservation of prime agricultural lands; and shall pursue all initiatives appropriated to creating a sustainable agricultural community, while working with all Town Commissions and Boards to achieve these goals.**

**The Agricultural Commission will utilize a section of the Town of Boxford website** to provide the citizens of Boxford meeting schedules, resources, agricultural news, promotion of local agricultural products, upcoming agricultural events, and other information pertaining to farming activities in the Town of Boxford and the Commonwealth of Massachusetts.

**The appointed Agricultural Commission reserves the right to recommend further members of the Agricultural Commission in the intent to: be representative of diversity and scale of agriculture within the Town of Boxford; encourage next generation farmers; preserve, revitalize, and sustain Boxford’s agricultural community; inform the community on the benefits of agriculture; resolve conflicts involving**



agriculture; and encourage the preservation of Boxford's rural heritage.

## **Section 8 Severability Clause**

**If any part of this By-law is for any reason held to be unconstitutional or invalid**, such decision shall not affect the remainder of this By-law. The Town of Boxford hereby declares the provisions of this By-law to be severable.

or take any other action thereon.”

**\*\*\* Note: A brief description or comment on the major content of the indicated sections and not part of the Boxford Agricultural Bylaw.**

### **Sponsored by Initiative Petition**

**Historical Commission recommends adoption of this article**

***An amendment to the motion (as printed in Hand Out) was duly seconded and VOTED by majority hand count to replace Article 28 from warrant.***

### ***Replacement Article 28 as follows to form an Agricultural Commission.***

**ARTICLE 28.** To see if the Town will vote to form an Agricultural Commission

#### **Section 1 - Legislative Purpose and Intent**

The purpose and intent of this article is to approve the formation of an Agricultural Commission to represent citizens of the Town of Boxford with respect to issues concerning commercial and recreational farming; inform, facilitate, and represent citizens of the Town of Boxford on farming issues; preserve and protect farmland; work with other town boards and commissions; assist or facilitate resolution of farm related problems or conflicts; assist with natural resource management; and establish communication with the Massachusetts Department of Agricultural Resources.

Approval of an Agricultural Commission does not alter requirements of Town, State or Federal statutes, regulations or by-laws.

#### **Section 2 - Definitions The words "farming" or "agriculture" or their derivatives shall include, but not be limited to, the following:**

- farming in all its branches and the cultivation and tillage of the soil; production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodity;
- growing and harvesting of forest products upon forest land and any other forestry or lumbering operations;

- keeping, raising, and training of horses as a commercial or recreational enterprise; for pleasure, therapy, and 4-H projects; and
- keeping and raising of poultry, swine, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food, dairying, recreation, 4-H projects or other agricultural purposes, including bees.

### **Section 3 - Formation of Commission**

The Commission shall consist of five members appointed by the Board of Selectmen. The Commission will consist of three commercial agricultural enterprise operators (landowner or lessee) or individuals from related professions and industries, with the primary goal of promoting commercial agriculture. The two remaining positions must be representative of Boxford's recreational farming community. The Commission must represent diversity of farming within the Town of Boxford. The initial terms for Commission members shall be staggered: two members for a term of three years, two members for a term of two years and one member for a term of one year. Successive terms will be three year, appointments. In addition, up to five non-voting associate members shall be selected by the Commission for a term of one year to represent town boards and farming interests.

### **Section 4 - Resolution of Disputes**

Any person aggrieved by an activity being conducted on a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Board of Selectmen, Zoning Enforcement Officer, Conservation Commission, or any other Town commission or board, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies the aggrieved may have. The Board of Selectmen, Zoning Enforcement Officer, Conservation Commission, or any other Town commission or board may forward a copy of the grievance to the Agricultural Commission, which shall review and facilitate the resolution of the grievance, and report its recommendations to the referring Town authority within an agreed upon timeframe.

The Board of Health, except in cases of imminent danger or public health risk, may forward a copy of the grievance to the Agricultural Commission, which shall review and facilitate the resolution of the grievance, and report its recommendations to the Board of Health within an agreed upon timeframe.

Farmers seeking assistance, guidance, facilitation, or suggestions concerning farming issues, may also approach the Agricultural Commission, which shall review and facilitate whatever processes the Agricultural Commission determines with respect to guidance or suggestions. Issues of grievance, require the Agricultural Commission to notify appropriate Town authorities, depending on the nature of the grievance.

## **Section 5 - Further Functions of Commission**

The Commission, once appointed, shall develop a work plan and by-laws to guide its activities. Such activities include, but are not limited to, the following: determine Commission's meeting schedule; promote agricultural-based enterprises; establish a notification by-law that the Town of Boxford is supportive of farming, dedicated to the preservation of open space and ardent in preserving its rural charm, to be voted on at town meeting; pursue appropriate initiatives to create a sustainable agricultural community; work for the preservation of prime agricultural lands; serve as facilitators for encouraging the pursuit of agriculture in the Town of Boxford; advocate, and/or negotiate farming issues; work with all Town Commissions and Boards to achieve its goals.

The Agricultural Commission will utilize the Town of Boxford website to provide the citizens of Boxford the meeting schedules, resources, agricultural news, promotion of local agricultural products, upcoming agricultural events, and other information pertaining to farming activities in the Town of Boxford and the Commonwealth of Massachusetts.

The appointed Agricultural Commission reserves the right to recommend further members of the Agricultural Commission with the intent to be representative of the diversity and scale of agriculture within the Town of Boxford.

Or take any other action thereon.

***Upon a motion made and duly seconded it was VOTED by majority voice vote to amend Section 3 of replacement Article #28 as follows:***

***The commission will consist of two commercial agricultural.....***

***The one position must be representative of Boxford's recreational farming....***

***The two remaining positions shall be appointed at-large.***

Upon a motion made and duly seconded **it was VOTED by majority hand count to accept the formation of an Agricultural Commission.** Article #28 to read as follows:

**ARTICLE 28.** To see if the Town will vote to form an Agricultural Commission

### **Section 1 - Legislative Purpose and Intent**

The purpose and intent of this article is to approve the formation of an Agricultural Commission to represent citizens of the Town of Boxford with respect to issues concerning commercial and recreational farming; inform, facilitate, and represent citizens of the Town of Boxford on farming issues; preserve and protect farmland; work with other town boards and commissions; assist or facilitate resolution of farm related problems or conflicts; assist with natural resource management; and



establish communication with the Massachusetts Department of Agricultural Resources.

Approval of an Agricultural Commission does not alter requirements of Town, State or Federal statutes, regulations or by-laws.

**Section 2 - Definitions The words "farming" or "agriculture" or their derivatives shall include, but not be limited to, the following:**

- farming in all its branches and the cultivation and tillage of the soil;
- production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodity;
- growing and harvesting of forest products upon forest land and any other forestry or lumbering operations;
- keeping, raising, and training of horses as a commercial or recreational enterprise; for pleasure, therapy, and 4-H projects; and
- keeping and raising of poultry, swine, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food, dairying, recreation, 4-H projects or other agricultural purposes, including bees.

**Section 3 - Formation of Commission**

The Commission shall consist of five members appointed by the Board of Selectmen. The Commission will consist of **two commercial agricultural** enterprise operators (landowner or lessee) or individuals from related professions and industries, with the primary goal of promoting commercial agriculture. The **one** remaining positions must be representative of Boxford's **recreational farming community** and the **two remaining positions shall be appointed at-large**. The Commission must represent diversity of farming within the Town of Boxford. The initial terms for Commission members shall be staggered: two members for a term of three years, two members for a term of two years and one member for a term of one year. Successive terms will be three year, appointments. In addition, up to five non-voting associate members shall be selected by the Commission for a term of one year to represent town boards and farming interests.

**Section 4 - Resolution of Dispute**

Any person aggrieved by an activity being conducted on a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Board of Selectmen, Zoning Enforcement Officer, Conservation Commission, or any other Town commission or board, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies the aggrieved may have. The Board of Selectmen, Zoning Enforcement Officer, Conservation Commission, or any other Town commission or board may forward a copy of the grievance to the Agricultural Commission, which shall review and facilitate the resolution of the



grievance, and report its recommendations to the referring Town authority within an agreed upon timeframe.

The Board of Health, except in cases of imminent danger or public health risk, may forward a copy of the grievance to the Agricultural Commission, which shall review and facilitate the resolution of the grievance, and report its recommendations to the Board of Health within an agreed upon timeframe.

Farmers seeking assistance, guidance, facilitation, or suggestions concerning farming issues, may also approach the Agricultural Commission, which shall review and facilitate whatever processes the Agricultural Commission determines with respect to guidance or suggestions. Issues of grievance, require the Agricultural Commission to notify appropriate Town authorities, depending on the nature of the grievance.

### **Section 5 - Further Functions of Commission**

The Commission, once appointed, shall develop a work plan and by-laws to guide its activities. Such activities include, but are not limited to, the following: determine Commission's meeting schedule; promote agricultural-based enterprises; establish a notification by-law that the Town of Boxford is supportive of farming, dedicated to the preservation of open space and ardent in preserving its rural charm, to be voted on at town meeting; pursue appropriate initiatives to create a sustainable agricultural community; work for the preservation of prime agricultural lands; serve as facilitators for encouraging the pursuit of agriculture in the Town of Boxford; advocate, and/or negotiate farming issues; work with all Town Commissions and Boards to achieve its goals.

The Agricultural Commission will utilize the Town of Boxford website to provide the citizens of Boxford the meeting schedules, resources, agricultural news, promotion of local agricultural products, upcoming agricultural events, and other information pertaining to farming activities in the Town of Boxford and the Commonwealth of Massachusetts.

The appointed Agricultural Commission reserves the right to recommend further members of the Agricultural Commission with the intent to be representative of the diversity and scale of agriculture within the Town of Boxford.

Or take any other action thereon.

**ARTICLE 29.** To transact any other business that may legally come before said meeting.

*Upon a motion made and duly seconded it was **VOTED by unanimous voice vote to dissolve Boxford's Annual Town Meeting and adjourn.***

The count of registered voters attending second night of Boxford's Annual Town Meeting were 198. Counters and checkers for Annual Town Meeting were appointed by Town Clerk, Patricia Shields.

A True record.

ATTEST:

  
Patricia Shields, Town Clerk

**RAISE AND APPROPRIATE:**

Article # 4: Town Budget FY 2006	\$ 22,580,274
Article # 5: Proposition 2 1/2 (Elementary School)	163,200
Article #6: Proposition 2 1/2 (Masconomet High School)	220,000
Article #7: Proposition 2 1/2 (Town Departments)	<u>63,000</u>
<b>TOTAL TO BE RAISED/APPROPRIATED</b>	<b>\$23,026,474</b>

**APPROPRIATE:**

Article #19: CPF (to fund Council on Aging Project)	\$ 35,000
Article # 20: CPF (to fund Recreation Committee's Project)	<u>102,300</u>
<b>TOTAL TO BE APPROPRIATED</b>	<b>\$ 137,300</b>

**TRANSFERS:**

Article #4: From the "Receipts Reserved for Appropriation Septic Loan Fund	\$ 13,571
Article #9: From Free Cash	252,400
Article #9: From Overlay Released by Assessors	10,700
Article #11: From Free Cash	32,000
Article #11: From Overlay Released by Assessors	20,000
Article #12: From Overlay Released by Assessors	35,000
Article #13: From Free Cash (Boxford Cultural Council)	3,000
Article #14: From Free Cash (HAWC)	2,000
Article #15: From Free Cash (Tri-Town Council)	25,769
Article #16: From Free Cash	100,000
Article #16: From Overlay Released by Assessors	75,000
Article #17: From Free Cash (Town Unemployment Fund)	<u>10,000</u>
<b>TOTAL TO BE TRANSFERRED</b>	<b>\$579,440</b>

**SPECIAL TOWN MEETING  
MAY 10, 2005**

Voters of the Town of Boxford met at the Masconomet High School on Tuesday, May 10, 2005. Moderator Gerald R. Johnston called the Special Town Meeting to order at 7:25 p.m. The Articles of the warrant were disposed of accordingly.

**ARTICLE 1.** To see if the Town will vote to transfer from available funds, the sum of **\$3,725 to fund the Town's share of a grant received to replace the Fire Department's air tank refill equipment**, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored by the Board of Selectmen  
Finance Committee recommends adoption of this article

*Upon a motion made and duly seconded, it was **VOTED** by unanimous voice vote **transfer from Free Cash**, the sum of **\$3,725 to fund the Town's share of a grant received to replace the Fire Department's air tank refill equipment**, said funds to be expended under the direction of the Board of Selectmen.*

**ARTICLE 2.** To see if the Town will vote to transfer from available funds the sum of **\$50,000.00** to supplement and replenish the Fiscal Year 2005 Finance Committee Reserve Fund, said funds to be expended under the direction of the Finance Committee; or take any other action thereon.

Sponsored by the Finance Committee  
Finance Committee recommends adoption of this article

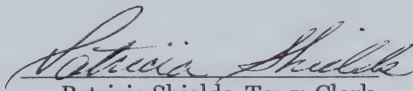
*Upon motion made and duly seconded, it was **VOTED** by majority voice vote to **transfer from the Overlay Released by the Assessors** the sum of **\$41,300.00** to supplement and replenish the Fiscal Year 2005 Finance Committee Reserve Fund, said funds to be expended under the direction of the Finance Committee.*

**ARTICLE 3.** To transact any other business that may legally come before said meeting.

*Upon motion made and duly seconded, it was **VOTED** by majority voice vote **to dissolve this Special Town Meeting at 7:25 p.m***

A True record:

ATTEST:

  
Patricia Shields, Town Clerk

**TRANSFERS:**

**Article # 1:**

(from Free Cash to fund the Town's share of a grant for  
Fire Dept. air tank refill equipment) **\$3,725**

**Article # 2:**

(from Overlay Released by Assessor to replenish  
FY 2005 Finance Committee Reserve Fund) **\$41,300**

**TOTAL TO BE TRANSFERRED: \$45,025**



**ANNUAL TOWN ELECTION RESULTS**  
**MAY 17, 2005**

<b>CANDIDATES</b>	<b>PCT 1</b>	<b>PCT 2</b>	<b>PCT 3</b>	<b>TOTAL</b>
<b>BOARD OF SELECTMEN</b>				
THREE YRS VOTE FOR ONE				
<b>BLANKS</b>	65	114	88	267
STEPHEN DAVIS	168	237	229	634
WRITE-INS	6	7	8	21
ALL OTHER	0	0	0	0
TOTAL VOTES	239	358	325	922
<b>MODERATOR</b>				
ONE YEAR VOTE FOR ONE				
<b>BLANKS</b>	46	73	69	188
GERALD R. JOHNSTON CR	193	283	254	730
WRITE-INS	0	2	2	4
ALL OTHER	0	0	0	0
TOTAL VOTES	239	358	325	922
<b>BD COMMISSIONERS OF TRUST FUNDS</b>				
THREE YRS VOTE FOR ONE				
<b>BLANKS</b>	60	94	80	234
JUDITH F CARR CR	179	263	244	686
WRITE-INS	0	1	1	2
ALL OTHER	0	0	0	0
TOTAL VOTES	239	358	325	922
<b>ASSESSOR</b>				
THREE YRS VOTE FOR ONE				
<b>BLANKS</b>	71	116	99	286
DEBRA NIPPES-MENA CR	165	240	224	629
WRITE-INS	3	2	2	7
ALL OTHER	0	0	0	0
TOTAL VOTES	239	358	325	922
<b>MASCO REGIONAL DISTRICT SCHOOL COMMITTEE</b>				
THREE YRS VOTE FOR TWO				
<b>BLANKS</b>	141	246	204	591
DANIEL J. VOLCHOK CR	164	234	218	616
PAMELA FRANKS	172	234	225	631
WRITE-INS	1	2	3	6
ALL OTHER	0	0	0	0
TOTAL VOTES	478	716	650	1844

CANDIDATES	PCT 1	PCT 2	PCT 3	TOTAL
<b>SCHOOL COMMITTEE</b>				
THREE YRS VOTE FOR TWO				
<b>BLANKS</b>	121	216	168	505
CHARLES L KILLAM CR	183	262	257	702
PAMELA C MESSENGER	173	235	222	630
WRITE-INS	1	3	3	7
ALL OTHER	0	0	0	0
TOTAL VOTES	478	716	650	1844
<b>BOARD OF HEALTH</b>				
THREE YRS VOTE FOR TWO				
<b>BLANKS</b>	143	248	214	605
BARBARA P STANLEY CR	177	239	229	645
RICHARD F TAYLOR	158	223	205	586
WRITE-INS	0	6	2	8
ALL OTHER	0	0	0	0
TOTAL VOTES	478	716	650	1844
<b>PLANNING BOARD</b>				
FIVE YEARS VOTE FOR TWO				
<b>BLANKS</b>	139	243	198	580
ROBERT C GORE	173	246	229	648
ELLEN M NESTERVICH	166	225	221	612
WRITE-INS	0	2	2	4
ALL OTHER	0	0	0	0
TOTAL VOTE	478	716	650	1844
<b>TRUSTEES OF BOXFORD TOWN</b>				
<b>LIBRARIES</b>				
THREE YRS VOTE FOR THREE				
<b>BLANKS</b>	206	381	302	889
JEANETTE P GLESMANN CR	171	237	226	634
CHRISTINE BARENSFELD	171	225	225	621
JACK MILMOE	169	231	219	619
WRITE-INS	0	0	3	3
ALL OTHER	0	0	0	0
TOTAL VOTES	717	1074	975	2766
<b>CONSTABLE EAST PARISH</b>				
ONE YR VOTE FOR ONE				
<b>BLANKS</b>	58	108	87	253
ROBERT L MACKAY CR	181	250	237	668
WRITE-INS	0	0	1	1
ALL OTHER	0	0	0	0
TOTAL VOTES	239	358	325	922

CANDIDATES	PCT 1	PCT 2	PCT 3	TOTAL
<b>CONSTABLE WEST PARISH</b>				
ONE YR VOTE FOR ONE				
<b>BLANKS</b>	57	76	76	209
DAVID SMALLMAN CR	181	282	249	712
WRITE-INS	1	0	0	1
ALL OTHER	0	0	0	0
<b>TOTAL VOTES</b>	239	358	325	922

### QUESTION #1

Shall the Town of Boxford be allowed to assess an additional \$163,000 in real estate and personal property taxes for the purposes of additionally funding the Fiscal Year 2006 Elementary School Budget for the fiscal year beginning July first, two thousand and five?

	PCT 1	PCT 2	PCT 3	TOTAL
<b>BLANKS</b>	3	1	7	11
YES	147	175	190	512
NO	89	182	128	399
<b>TOTAL VOTES</b>	239	358	325	922

### QUESTION #2

Shall the Town of Boxford be allowed to assess an additional \$220,000 in real estate and personal property taxes for the purposes of additionally funding the Fiscal Year 2006 Masconomet Regional School District Assessment, thereby completing the funding required to meet the total assessment and approve the district certified budget for the fiscal year beginning July first, two thousand five?

	PCT 1	PCT 2	PCT 3	TOTAL
<b>BLANKS</b>	3	2	6	11
YES	145	164	183	492
NO	91	192	136	419
<b>TOTAL VOTES</b>	239	358	325	922

### QUESTION #3

Shall the Town of Boxford be allowed to assess an additional \$63,000 in real estate and personal property taxes for the purposes of additional funding the Fiscal Year 2006 Department Budgets as follows: Board of Health, \$12,600; Department of Public Works-All Other, \$18,800; Town Clerk-All Other, \$6,000; Computer Management Committee, \$14,400; Building Inspector \$11,200, for the fiscal year beginning July first, two thousand and five?

	PCT 1	PCT 2	PCT 3	TOTAL
<b>BLANKS</b>	0	2	7	9
YES	152	162	166	480
NO	87	194	152	433
<b>TOTAL VOTES</b>	239	358	325	922

**SPECIAL TOWN MEETING  
OCTOBER 25, 2005**

**Gerald Johnston, Moderator called the Special Town Meeting to order at 7:45 p.m.**

Upon motion made and duly seconded, it was voted by majority voice vote to appoint Guy Simmons as Clerk.

Upon motion made and duly seconded, it was vote by majority voice vote to adjourn Special Meeting to Tuesday, November 15, 2005 at Masconomet Auditorium starting at 7:30 p.m.

Present for the above were: Gerald Johnston, Guy Simmons and Charles Costello.

Special Town Meeting adjourned at 7:50 p.m. to a date certain due to the northeaster.

A True Record:

Attest:   
Patricia Shields, Town Clerk



**SPECIAL TOWN MEETING  
NOVEMBER 15, 2005**

Before the start of Special Town Meeting a special resident was recognized for his many years of service and dedication to the Town of Boxford. Our first full time Fire Chief, Peter C. Perkins was honored with the proclamation of Saturday, February 4<sup>th</sup>, 2006 as Peter C. Perkins Day. Wishing Beverly and Peter only the BEST that life has to offer.

Voters of the Town of Boxford met at the Masconomet High School on Tuesday, November 15, 2005. Moderator Gerald R. Johnston called the Special Town Meeting to order at 7:45 p.m. The articles of the warrant were disposed accordingly.

**ARTICLE 1.** To see if Town will vote to appropriate the sum of **\$257,282 for highway maintenance and construction** in accordance with the FY 06 Chapter 90 local transportation aid, as authorized by a contract with the Commonwealth of Massachusetts executed by the Town on September 6, 2005, funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

**Sponsored by the Board of Selectmen  
Finance Committee recommends adoption of this article**

*Upon motion made and duly seconded, it was **VOTED by unanimous voice vote to appropriate the sum of \$257,282 for highway maintenance and construction** in accordance with the FY 06 Chapter 90 local transportation aid, as authorized by a contract with the Commonwealth of Massachusetts executed by the Town on September 6, 2005, funds to be expended under the direction of the Board of Selectmen*

**ARTICLE 2.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$3,380 to fund the Town's 5% share of a grant received to replace the Fire Department's vehicle exhaust systems in both stations**, said expenditure contingent upon receipt of the grant award, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

**Sponsored by the Board of Selectmen  
Finance Committee recommends adoption of this article**

*Upon motion made and duly seconded, it was **VOTED by unanimous voice vote to transfer from Free Cash, the***

*sum of \$3,380 to fund the Town's 5% share of a grant received September 30, 2005, to replace the Fire Department's vehicle exhaust systems in both stations, said funds to be expended under the direction of the Board of Selectmen.*

**ARTICLE 3.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of **\$6,665 to replace several ladders for the Fire Department and to replace Fire Department gear racks**; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

**Sponsored by the Board of Selectmen  
Finance Committee recommends adoption of this article**

*Upon motion made and duly seconded, it was **VOTED by unanimous voice vote to raise and appropriate the sum of \$6,665 to replace several ladders for the Fire Department and to replace Fire Department gear racks**; said funds to be expended under the direction of the Board of Selectmen.*

**ARTICLE 4.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of **\$85,000 to purchase and equip a brush mower for the Department of Public Works**; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

**Sponsored by the Board of Selectmen  
Finance Committee recommends adoption of this article  
Capital Budgeting Committee to make recommendation at  
Town Meeting**

*Upon motion made and duly seconded, it was **VOTED by majority voice vote to transfer \$16,342.** from Article #13 of the October 24, 2000 Special Town Meeting and **\$450** from Article #7 of the May 14, 2002 Annual Town Meeting and **\$15,889** from Article D15 of the October 22, 2002 Special Town Meeting and **\$52,319** from **Free Cash** for a total sum of **\$85,000 to purchase and equip a brush mower for the Department of Public Works**; said funds to be expended under the direction of the Board of Selectmen.*

**ARTICLE 5.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of **\$60,000 to supplement the Fiscal Year 2005**

**Overlay Allowance for Abatements and Exemptions;** or take any other action thereon.

Sponsored by the Board of Assessors  
Finance Committee recommends adoption of this article

*\*Upon motion made and duly seconded, it was **VOTED by unanimous voice vote to transfer from FY 2004 Overlay** released by the **Assessors** the sum of **\$60,000 to supplement the Fiscal Year 2005 Overlay Allowance for Abatements and Exemptions.** The FY 2005 overlay account available balance remains at **\$50,000.00** and the action taken on Article #5 is deemed **null and void** by the **Department of Revenue.***

**ARTICLE 6.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of **\$10,000 to supplement the Fiscal Year 2006 Computer Management Budget;** or take any other action thereon.

**Sponsored by the Board of Selectmen**  
**Finance Committee recommends adoption of this article**

*Upon motion made and duly seconded, it was **VOTED by unanimous voice vote to raise and appropriate** the sum of **\$10,000 to supplement the Fiscal Year 2006 Computer Management Budget.***

**ARTICLE 7.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of **\$30,000 to supplement the Fiscal Year 2006 Gas and Oil Depot Budget;** or take any other action thereon.

**Sponsored by the Board of Selectmen**  
**Finance Committee recommends adoption of this article**

*Upon motion made and duly seconded, it was **VOTED by unanimous voice vote to raise and appropriate** the sum of **\$30,000 to supplement the Fiscal Year 2006 Gas and Oil Depot Budget.***

**ARTICLE 8.** To see if the Town will vote to **authorize the Selectmen to enter into a contract for up to ten years for the maintenance and operation of the Town Beach on Stiles Pond,** or take any other action thereon.



### **Sponsored by the Board of Selectmen**

*Upon motion made and duly seconded, it was **VOTED by greater than 2/3 majority voice vote** to authorize the **Selectmen to enter into a contract for up to ten years for the maintenance and operation of the Town Beach on Stiles Pond.***

**ARTICLE 9.** To see if the Town will vote to instruct its representatives to the General Court to file a **home rule petition to exempt Boxford from only that portion of the provisions of Massachusetts General Laws, Chapter 41, Section 97 limiting Police Officer appointments to three year terms and in lieu thereof permit the Boxford Selectmen to appoint full time officers, upon successful completion of probation, without a designation of term;** the General Court may make clerical or editorial changes of form only to the bill unless the Boxford Board of Selectmen approves amendments to the bill before enactment by the General Court and the Boxford Board of Selectmen are herein authorized to approve any such amendments which shall be within the scope of the general public objectives of this petition, or take any other action thereon.

### **Sponsored by the Board of Selectmen**

*Upon motion made and duly seconded, it was **VOTED by majority voice vote** to instruct our representatives to the General Court to file a **home rule petition to exempt Boxford from only that portion of the provisions of Massachusetts General Laws, Chapter 41, Section 97 limiting Police Officer appointments to three year terms and in lieu thereof permit the Boxford Selectmen to appoint full time officers, upon successful completion of probation, without a designation of term;** the General Court may make clerical or editorial changes of form only to the bill unless the Boxford Board of Selectmen approves amendments to the bill before enactment by the General Court and the Boxford Board of Selectmen are herein authorized to approve any such amendments which shall be within the scope of the general public objectives of this petition.*

**ARTICLE 10.** To see if the Town will vote **to amend its Wetlands Protection Bylaw**, Chapter 192-5(D)(1)(b) to delete existing language and replace with the following: “(b) The application is for a utility project within an established utility or road right-of-way, and providing written notice to individual abutters would be impractical due to the large number of potential abutters”, or take any other action thereon.

### **Sponsored by the Conservation Commission**



*Upon motion made and duly seconded, Article 10 was DEFEATED by majority voice vote.*

**ARTICLE 11.** To see if the Town will vote **to amend its Zoning Bylaw, § 196-13C dealing with Accessory Buildings**, to add the phrase, "Subject to the granting of a Special Permit by the Board of Appeals as provided in Article X." at the beginning of the section so that the first line of the section will state, "Subject to the granting of the Special Permit by the Board of Appeals as provided in Article X, accessory apartments in residential districts."; or to take any other action thereon.

**Sponsored by the Zoning Board of Appeals**

*Upon motion made and duly seconded, it was VOTED to PASS OVER Article 11.*

**ARTICLE 12.** To see if the Town will vote **to amend its Zoning Bylaw, ARTICLE VI § 196-22 Wireless Communications Services District**, by deleting subsections "C (5)", "C (6)" and "C (9)"; by amending subsections "B (1)" "C (1)", "C (4)", "C (7)", "C (10)" and "C (17)";and re-numbering as required; changes shown as follows (new language shown in bold and deleted language shown with strikethrough):

- "B. Description of areas included in the Wireless Communications Services District.  
(1) ~~The Wireless Communications Services District shall include all land located in an O Official or Open Space District, B-2 General and Highway Business District and M Manufacturing or Industrial District.~~ Wireless communications services and the construction of towers shall be located as permitted by the Zoning Board of Appeals.
- C. Use restrictions. A wireless communications facility (including antennas and accessory structures, if any), antenna or satellite dish may be erected in a Wireless Communications Services District upon the issuance of a special permit by the Zoning Board of Appeals pursuant to Article X, subject to site plan review and approval as set forth herein at §196-30, subject to the following conditions:
  - (1) The only wireless communication facilities allowed are freestanding monopoles, with associated antenna and/or panels **to be installed internally within the monopole.**
  - (4) New facilities shall be considered by the Zoning Board of Appeals only upon a finding by the Zoning Board of Appeals that the ~~existing or approved facilities cannot accommodate the wireless communications equipment planned for the proposed facility.~~ **equipment planned for**

**the proposed facility cannot be accommodated on any existing or already approved facilities.**

~~(5) In no event shall any facility be located closer than two miles to any other such facility.~~

~~(6) No facility or attached accessory antenna shall exceed 120 feet in height as measured from the mean finished ground level at the base of the facility.~~

(7) All facilities shall be designed to be constructed at the minimum height necessary to accommodate the anticipated **present** and future use **but in no event to exceed 120 feet in height as measured from the mean finished ground level at the base of the facility.**

~~(9) A facility shall not be erected nearer to a residential lot line than 500 feet.~~

(10) Siting shall be such that the view of the facility from adjacent abutters, residential neighbors and other areas of Town shall be as limited as possible. All facilities shall be painted or otherwise colored so they will blend in with the landscape ~~of~~ **or** the structure on which they are located. The coloring scheme of the pole shall be at the discretion of the Board of Appeals based upon information provided during the public hearing.

(17) To the extent technologically feasible, all network interconnections from the facility shall be via **underground** landlines.”

or to take any other action thereon.

### **Sponsored by the Planning Board**

*Upon motion made and duly seconded, it was **VOTED by a greater than 2/3 hand count(131 in favor and 49 opposed) to amend the Town's Zoning Bylaw, ARTICLE VI § 196-22 Wireless Communications Services District, to read as follows;***

- B. Description of areas included in the Wireless Communications Services District.  
Wireless communications services and the construction of towers shall be located as permitted by the Zoning Board of Appeals.
- C. Use restrictions. A wireless communications facility (including antennas and accessory structures, if any), antenna or satellite dish may be erected in a Wireless Communications Services District upon the issuance of a special permit by the Zoning Board of Appeals pursuant to Article X,

subject to site plan review and approval as set forth herein at §196-30, subject to the following conditions:

(1) The only wireless communication facilities allowed are freestanding monopoles, with associated antenna and/or panels to be installed internally within the monopole.

(2) New facilities shall be considered by the Zoning Board of Appeals only upon a finding by the Zoning Board of Appeals that the equipment planned for the proposed facility cannot be accommodated on any existing or already approved facilities.

(3) All facilities shall be designed to be constructed at the minimum height necessary to accommodate the anticipated present and future use but in no event to exceed 120 feet in height as measured from the mean finished ground level at the base of the facility.

(4) Siting shall be such that the view of the facility from adjacent abutters, residential neighbors and other areas of Town shall be as limited as possible. All facilities shall be painted or otherwise colored so they will blend in with the landscape or the structure on which they are located. The coloring scheme of the pole shall be at the discretion of the Board of Appeals based upon information provided during the public hearing.

(5) To the extent technologically feasible, all network interconnections from the facility shall be via underground landlines.”

**ARTICLE 13.** To see if the Town will vote **to amend its Zoning Bylaw** by inserting the following new section:

**“§ 196-29. Driveways.**

**A. Driveways for detached single-family houses** – shall comply with the following:

1. Layouts and configurations shall avoid excessive curves and slopes to provide optimal safety.
2. To the extent possible, the driveway apron shall be aligned at ninety degrees (90°) to the paved public way and with a tangent section twenty four feet (24’) long, to the extent possible.
3. All driveway locations, layouts, proposed slopes, drainage and associated improvements, shall be shown on a plan, stamped by a licensed architect, professional engineer, or land surveyor, submitted to the building inspector with the building permit application plans, and shall be reviewed and approved by the Inspector of Buildings, Planning Board Administrator, Fire and Police Chiefs, and the Superintendent of the Department of Public Works (DPW).



**B. Individual driveways shall meet the following standards:**

1. All driveways shall have a finished width no less than nine feet (9').
2. Maximum slopes (measured along the centerline) – 12% at any point; except the first 25' in from the paved portion of the public way shall have a maximum slope of 3%; slopes over 12% shall require a special permit from the Zoning Board of Appeals. Any slopes over 8% shall be paved.
3. The volume of post-development runoff shall not exceed the volume of pre-development runoff.
4. The DPW Superintendent and Fire Chief may advise the Building Inspector to impose other conditions at their discretion to ensure safe access to the public way and to prevent any damage or dangerous situation(s) because of drainage, icing, etc. onto public roads.

**C. Shared Driveway Standards** – shall conform to all the regulations as set forth in Subsections B(1) through (4), hereof and § 196-13B (11)(m), plus the following:

1. The shared driveway shall have a finished width no less than twelve feet (12') plus a one foot (1') shoulder on either side."

or to take any other action thereon.

**Sponsored by the Planning Board and Fire Chief**

*Upon motion made and duly seconded, the motion to amend section "A. Driveways for detached single family houses" **was withdrawn by the amender.***

*Upon motion made and duly seconded, the motion to amend section "B (2) by adding the words before 12% (to the extent possible) and add after the word except (to the extent possible) **was DEFEATED by majority voice vote.***

*Upon motion made and duly seconded, **a call for vote on the main motion was voted by majority voice vote.***

*Upon motion made and duly seconded, **it was VOTED by hand count of 98 in favor and 88 opposed to DEFEAT Article 13. A two-thirds favorable vote is required.***

**ARTICLE 14.** To see if the Town will vote to expend \$1,000,000 to purchase and \$25,000 in closing and legal expenses for a total of **\$1,025,000 to acquire** a certain parcel of land known as **the Pearl Land located off Barker Road** consisting of 97± acres of land, more or less, said parcel shown as a portion of Map 1, Block 1, Lot 2 on the records of the Boxford Assessors, as shown on a plan on file with the Town Clerk, and further described by deed dated February 13, 2001, and recorded with the Essex South District Registry of Deeds at Book 16897, Page 148; and to authorize the Board of Selectmen to accept a deed of a



fee simple or lesser interest in said parcel together with all flowage and other rights and easements and subject to all well rights and easements and to fund necessary expenses related to the purchase; that said land be conveyed to the town as a Community Housing Resources Purchase under Massachusetts General Laws Chapter 44B as it may hereafter be amended, said land to be managed and controlled by the Board of Selectmen; said purchase to be funded by **an appropriation of \$159,000 from the Community Housing Resources Reserve and \$866,000 from the undesignated balance of the Community Preservation Fund**; and that the Board of Selectmen be authorized to convey , in perpetuity, a deed restriction in accordance with Massachusetts General Laws Chapter 44B §12 and Chapter 184 §§ 31-33 and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said purchase; or take any other action thereon.

**Sponsored by the Land Committee and Housing Partnership Committee**

**Finance Committee to make recommendation at Town Meeting  
Capital Budgeting Committee to make recommendation at Town Meeting**

**Community Preservation Committee to make recommendation at Town Meeting\***

*\* NOTE: Massachusetts General Laws requires the expenditure of Community Preservation Funds be recommended to Town Meeting by the Community Preservation Committee (CPC). Should the CPC not make a positive recommendation, this article will be passed over.*

***Upon motion made and duly seconded, it was VOTED by  
unanimous voice vote to PASSOVER Article 14.***

**ARTICLE 15.** To see if the Town will vote to **accept the gift of a 26' wide strip of land from the Falk Family** adjacent to the East Boxford Library consisting of 7,040 square feet of land, more or less, said parcel shown as "Parcel A" on a plan of land entitled "Plan of Land in Boxford, MA Property of Town of Boxford and Holten E. Falk, Bradford R. Falk & Jeffery Falk, scale 1'=30", May 10, 2004, Donohoe and Parkhurst, Inc."; said plan on file with the Town Clerk, and to authorize the Board of Selectmen to accept a deed of a fee simple or lesser interest in said parcel together with all flowage and other rights and easements and subject to all well rights and easements and that the Board of Selectmen be authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said gift; or take any other action thereon.

**Sponsored by the Trustees of the Boxford Libraries  
Finance Committee to make recommendation at Town Meeting**

*Upon motion made and duly seconded, it was **VOTED by a greater than two-thirds vote to accept Article 15(gift of land from the Falk Family).***

NOTE: At this time, we anticipate that **Article 16** will be offered as a “contingent appropriation”. This means that although the debt appropriation for the article could be approved at the Special Town Meeting, that appropriation would be fully contingent upon successful passage of a Proposition 2 ½ override ballot question. Should the override question fail, the appropriation would be rendered null and void.

**ARTICLE 16.** To see if the Town will vote to borrow, raise and appropriate, or transfer from available funds, the sum of \$700,000 for the payment of costs of architectural services for plans and specifications associated with the Board of Library Trustees' project to renovate the existing Main Library at 10 Elm Street in Boxford Village, and for the payment of any and all other costs incidental and related thereto, any such funds to be expended under the direction of the Board of Library Trustees, or to take any other action thereon.

**Sponsored by the Trustees of the Boxford Libraries  
Finance Committee does not recommend adoption of this  
article  
Capital Budget Committee to make recommendation at Town  
Meeting  
Selectmen do not support this article**

*Upon a motion made and duly seconded, the motion **to refine the concept as a smaller scale library** was **DEFEATED** by majority voice vote.*

*Upon a motion made and duly seconded, the motion **to raise and appropriate the sum of fifty-thousand dollars** was **DEFEATED** by a majority voice vote.*

*Upon a motion made and duly seconded, the motion to change the funding source from **free cash** to **borrow** with authorization of the Treasurer with the approval of the Selectmen was **PASSED by majority vote (97 in favor and 86 opposed).***

*Upon motion made and duly seconded, it was **VOTED by hand count of 76 in favor and 109 opposed to DEFEAT Article 16 to BORROW with the authorization of the Treasurer with the approval of the Selectmen the sum of fifty-thousand-dollars for the payment of costs of architectural design***

*services associated with the Board of Library Trustees' project to expand and/or renovate the Main Library at 10 Elm Street in Boxford Village, and for the payment of any and all other costs incidental and related thereto, any such funds to be expended under the direction of the Board of Library Trustees."*

**ARTICLE 17.** To transact any other business to legally come before this meeting. Upon motion made and duly seconded, it was **VOTED unanimous voice vote** to dissolve Special Town Meeting at 11:30 pm. 240 registered voters attended this Special Town Meeting. **Counters and checkers for Special Town Meeting were appointed by Town Clerk, Patricia Shields.**

A True record.

ATTEST:

  
Patricia Shields

**SPECIAL TOWN MEETING  
OCTOBER 25, 2005  
HELD ON NOVEMBER 15, 2005**

**RAISE AND APPROPRIATE**

Article #3	Fire Dept. (ladders/gear racks)	\$ 6,665.00
Article #6	FY 2006 Computer Mgmt. Budget	\$ 10,000.00
Article #7	FY 2006 Gas & Oil Depot Budget	<u>\$ 30,000.00</u>
<b>Total to be Raised/Appropriated</b>		<b>\$ 46,665.00</b>

**APPROPRIATE**

Article #1	Highway Chapter 90 Funding	\$ 257,282.00
<b>Total Appropriation</b>		<b>\$257,282.00</b>

**FREE CASH**

Article #2	Fire Dept. Exhaust Systems for both Stations	\$ 3,380.00
Article #4	Brush Mower for DPW	<u>\$ 52,319.00</u>
<b>Total Free Cash</b>		<b>\$ 55,699.00</b>

**TRANSFERS**

Article #4	from Article 13 STM 10/24/000 (\$16,342.00) From Article 7 ATM 5/14/02 (\$450.00) From Article D15 STM 10/22/02 (\$15,889.00)	
		\$32,681.00
*Article 5	FY 2004 Assessor Overlay Fund (\$60,000.00)	(Null & Void by DOR)
<b>Total Transfers</b>		<b>\$ 32,681.00</b>

\* Corrections done 12/28/05



**SPECIAL TOWN ELECTION  
NOVEMBER 1, 2005**

**QUESTION #1**

Shall the Town of Boxford be allowed to exempt from the provisions of Proposition two and one-half, so called, the amount required to pay for the bond issued for the payment of costs of architectural services for plans and specifications associated with the Board of Library Trustees' project to renovate the existing Main Library at 10 Elm Street in Boxford Village, and for the payment of any and all other costs incidental and related thereto?

	<b>PCT 1</b>	<b>PCT 2</b>	<b>PCT 3</b>	<b>TOTAL</b>
<b>YES</b>	82	111	104	297
<b>NO</b>	103	231	183	517
<b>TOTAL VOTES</b>	185	342	287	814

## TOWN CLERK'S STATISTICS REPORT 2005

Dog Licenses	\$31,355.00
Passports	\$5,610.00
Accessory Apartments	12
Raffles	2

## VITAL STATISTICS

Births – Female	37
Births – Male	37
Marriages	12
Deaths	34

## STATE HUNTING & FISHING LICENSE REPORT

	FEE	# LICENSES	TOTALS
Resident Fishing	\$22.50	27	\$607.50
Resident Fishing Minor, Age 15-17	\$6.50	1	\$6.50
Resident Fishing, Age 65-69	\$11.25	2	\$22.50
Resident Citizen Fishing Handicap/over 70	\$0	6	\$0
Resident Citizen Hunting	\$22.50	14	\$315.00
Resident Citizen Hunting, Age 65-69	\$11.25	1	\$11.25
Resident Hunting Minor, Age 15-17	\$6.50	3	\$19.50
Resident Sporting	\$40.00	13	\$520.00
Resident Sporting, Age 65-69	\$20.00	1	\$20.00
Resident Citizen Sporting, Age Over 70	\$0	12	\$0
Duplicate Sporting	\$2.50	1	\$2.50
Archery Stamp	\$5.10	13	\$66.30
Water Fowl Stamp	\$5.00	11	\$55.00
Primitive Firearms Stamp	\$5.10	16	81.60
Wildlands Stamp	\$5.00	58	\$290.00
Subtotal			\$2,017.65
Town Fees			\$35.15
Total			\$1,982.50

# FINANCE

*Accountant's Independent Auditor's Report  
Combined Financial Statements  
And Additional Financial Information*

*Finance Committee*

*Board of Assessors*

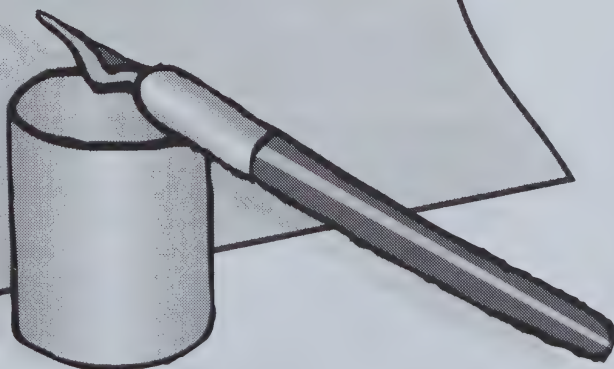
*Treasurer / Collector of Taxes*

*Commissioners of Trust Funds*

*Perley-Parkhurst-Cole Memorial Trust Fund*

*Guides for Perley-Parkhurst-Cole Application*

*Capital Budgeting Committee*



## ACCOUNTANT'S INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen  
Town of Boxford, Massachusetts

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, Massachusetts, as of and for the year ended June 30, 2005, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Boxford's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, as of June 30, 2005, and the respective changes in financial position thereof, and the respective budgetary comparison for the General Fund, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis, appearing on the following pages, is not a required part of the basic financial statements but is supplementary information required by the *Governmental Accounting Standards Board*. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued a report dated September 27, 2005 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Andover, Massachusetts – September 27, 2005



## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Town of Boxford, we offer readers this narrative overview and analysis of the financial activities of the Town of Boxford for the fiscal year ended June 30, 2005.

### **A. OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide Financial Statements.** The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The statement of net assets presents information on all assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The governmental activities include general government, public safety, education, public works, health and human services, culture and recreation, insurance and benefits, interest, and intergovernmental expense.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal

year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by the *Governmental Accounting Standards Board*.

## **B. FINANCIAL HIGHLIGHTS**

- As of the close of the current fiscal year, the total of assets exceeded liabilities by \$ 20,357,087 (i.e., net assets), an increase of \$ 1,742,383 in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$ 7,822,185, an increase of \$ 623,713 in comparison with the prior year.
- At the end of the current fiscal year, unreserved fund balance for the general fund was \$ 1,569,974, a decrease of \$ (92,364) in comparison with the prior year.
- Total long-term debt (i.e., bonds payable) at the close of the current fiscal year was \$ 15,995,314, a decrease of \$ (1,128,571) in comparison to the prior year.

## C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

	Governmental Activities	
	<u>2005</u>	<u>2004</u>
Current and other assets	\$ 8,446,680	\$ 7,926,890
Capital assets	<u>30,088,427</u>	<u>30,117,689</u>
Total assets	38,535,107	38,044,579
Long-term liabilities outstanding	16,349,466	18,666,501
Other liabilities	<u>1,828,554</u>	<u>763,374</u>
Total liabilities	18,178,020	19,429,875
Net assets:		
Invested in capital assets, net	15,313,987	14,346,149
Restricted	687,627	672,354
Unrestricted	<u>4,355,473</u>	<u>3,596,201</u>
Total net assets	\$ <u>20,357,087</u>	\$ <u>18,614,704</u>

### CHANGES IN NET ASSETS

	Governmental Activities	
	<u>2005</u>	<u>2004</u>
Revenues:		
Program revenues:		
Charges for services	\$ 1,399,789	\$ 1,224,462
Operating grants and contributions	2,506,066	2,190,515
Capital grants and contributions	721,308	855,044
General revenues:		
Property taxes	18,069,963	17,669,994
Excises	1,541,830	1,272,670
Penalties and interest on taxes	49,130	47,044
Grants and contributions not restricted to specific programs	977,885	882,837
Investment income	204,586	77,606
Other	<u>32,537</u>	<u>57,192</u>
Total revenues	25,503,094	24,277,364

(continued)

	Governmental Activities	
	<u>2005</u>	<u>2004</u>
Expenses:		
General government	1,548,785	1,266,771
Public safety	2,147,978	2,086,318
Education	15,379,874	15,350,593
Public works	1,385,265	1,168,208
Health and human services	226,995	216,073
Culture and recreation	352,037	354,738
Insurance and benefits	1,787,441	1,692,890
Interest on long-term debt	874,189	764,548
Intergovernmental	<u>58,147</u>	<u>42,957</u>
Total expenses	<u>23,760,711</u>	<u>22,943,096</u>
Change in net assets	1,742,383	1,334,268
Net assets - beginning of year	<u>18,614,704</u>	<u>17,280,436</u>
Net assets - end of year	\$ <u>20,357,087</u>	\$ <u>18,614,704</u>

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net assets were \$ 20,357,087, an increase of \$ 1,742,383 from the prior year.

The largest portion of net assets \$ 15,313,987 reflects our investment in capital assets (e.g., land, buildings and improvements, machinery and equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net assets \$ 687,627 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$ 4,355,473 may be used to meet the government's ongoing obligations to citizens and creditors.

**Governmental activities.** Governmental activities for the year resulted in an increase in net assets of \$ 1,742,383. Key elements of this increase are as follows:



General fund change in fund balance (explained in more detail in Section D, below)	\$ ( 46,300)
Special revenue, capital project, and permanent fund revenues exceeding expenditures (accrual basis)	967,093
Capital assets funded through the tax levy	444,589
Current year bond principal payments in excess of current year depreciation expense	357,639
Other	<u>19,362</u>
Total	\$ <u>1,742,383</u>

#### **D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS**

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$ 7,822,185, an increase of \$ 623,713 in comparison with the prior year. Key elements of this increase are as follows:

Net general fund revenue surplus	\$ 391,724
Net general fund appropriation surplus	67,786
Use of free cash and overlay surplus to fund various current year appropriations	(717,807)
Excess of current year encumbered appropriations over prior year encumbrances	152,978
Special revenue, capital project and permanent fund revenues exceeding expenditures (modified accrual basis)	670,013
Other	<u>59,019</u>
Total	\$ <u>623,713</u>

The general fund is the chief operating fund. At the end of the current fiscal year, unreserved fund balance of the general fund was \$ 1,569,974, while total fund balance was \$ 3,208,503. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. Unreserved fund balance represents 6.9 percent of total general fund expenditures, while total fund balance represents 14.1 percent of that same amount.

The fund balance of the general fund decreased by \$ (46,300) during the current fiscal year. Key factors in this change are as follows:

Net revenue surplus	\$ 391,724
Net appropriation surplus	67,786
Use of free cash and overlay surplus to fund various current year appropriations	(717,807)
Excess of current year encumbered appropriations over prior year encumbrances	152,978
Other	<u>59,019</u>
Total	\$ ( <u>46,300</u> )

#### **E. GENERAL FUND BUDGETARY HIGHLIGHTS**

Differences between the original budget and the final amended budget resulted in an overall increase in appropriations of \$ 45,025. Of this amount, \$ 3,725 was appropriated from free cash to fund the Town's share of a Fire Department grant. The balance, \$ 41,300 was used to replenish the Town's reserve fund.

#### **F. CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital assets.** Total investment in capital assets at year end amounted to \$ 30,088,427 (net of accumulated depreciation), a decrease of \$ (29,262) from the prior year. This investment in capital assets includes land, buildings and improvements, machinery and equipment, and infrastructure.

Major capital asset events during the current fiscal year include the following:

- Expenditures of \$ 523,422 for various road improvements.
- Expenditures of \$ 157,292 for library books, computer upgrades, and public works equipment.
- Expenditures of \$ 60,956 for various Town Hall and Police Communications building improvements.
- Current year depreciation expense of \$ (770,932).

**Long-term debt.** At the end of the current fiscal year, total bonded debt outstanding was \$ 15,995,314, all of which was backed by the full faith and credit of the government.

Additional information on capital assets and long-term debt can be found in the footnotes to the financial statements.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Town of Boxford's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Office of the Town Accountant  
Town of Boxford, Massachusetts  
7A Spofford Road  
Boxford, Massachusetts 01921

## TOWN OF BOXFORD, MASSACHUSETTS

## STATEMENT OF NET ASSETS

JUNE 30, 2005

	Governmental Activities
<b>ASSETS</b>	
Current:	
Cash and short-term investments	\$ 4,635,783
Investments	3,425,683
Receivables, net of allowance for uncollectibles:	
Taxes	173,320
Excises	118,830
Betterments	5,940
Intergovernmental	3,533
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Betterments	83,591
Land	11,928,113
Capital assets, net of accumulated depreciation	<u>18,160,314</u>
<b>TOTAL ASSETS</b>	38,535,107
<b>LIABILITIES</b>	
Current:	
Warrants payable	42,124
Accrued liabilities	395,867
Deferred revenues	89,531
Notes payable	100,000
Other	35,560
Current portion of long-term liabilities:	
Bonds payable	1,128,571
Other liabilities	36,901
Noncurrent:	
Bonds payable, net of current portion	14,866,743
Other liabilities, net of current portion	<u>1,482,723</u>
<b>TOTAL LIABILITIES</b>	18,178,020
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	15,313,987
Restricted for:	
Grants and other statutory restrictions	201,121
Permanent funds:	
Expendable	8,887
Nonexpendable	5,000
Other purposes	472,619
Unrestricted	<u>4,355,473</u>
<b>TOTAL NET ASSETS</b>	<u>\$ 20,357,087</u>

See notes to financial statements.



STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2005

	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities:</b>					
General government	\$ 1,548,785	\$ 250,745	\$ 3,505	\$ 65,000	\$ (1,229,535)
Public safety	2,147,978	289,225	177,304	-	(1,681,449)
Education	15,379,874	575,119	2,226,142	381,503	(12,197,110)
Public works	1,385,265	230,950	564	274,805	(878,946)
Health and human services	226,995	49,707	76,912	-	(100,376)
Culture and recreation	352,037	4,043	19,873	-	(328,121)
Insurance and benefits	1,787,441	-	1,766	-	(1,785,675)
Interest expense	874,189	-	-	-	(874,189)
Intergovernmental	58,147	-	-	-	(58,147)
<b>Total</b>	<b>\$ 23,760,711</b>	<b>\$ 1,399,789</b>	<b>\$ 2,506,066</b>	<b>\$ 721,308</b>	<b>(19,133,548)</b>
<b>General Revenues:</b>					
Taxes					18,069,963
Excises					1,541,830
Penalties, interest and other taxes					49,130
Grants and contributions not restricted to specific programs					977,885
Investment income					204,586
Miscellaneous					32,537
<b>Total general revenues</b>					<b>20,875,931</b>
<b>Change in Net Assets</b>					<b>1,742,383</b>
<b>Net Assets:</b>					
Beginning of year					18,614,704
End of year					\$ 20,357,087

See notes to financial statements.

## JUNE 30, 2005

See notes to financial statements.

General	Community Preservation Fund	Spifford Road Improvements	Nonmajor Governmental Funds	Total Governmental Funds
\$ 2,858,735	\$ 254,382	\$ 55,005	\$ 1,467,661	\$ 4,635,783
491,415	2,093,606	-	840,662	3,425,683
171,366	1,954	-	-	173,320
132,729	-	-	-	132,729
5,940	-	-	-	5,940
-	-	-	3,533	3,533
\$ 3,660,185	\$ 2,349,942	\$ 55,005	\$ 2,311,856	\$ 8,376,988
\$ 42,124	\$ -	\$ -	\$ -	\$ 42,124
98,549	-	-	-	98,549
276,616	1,954	-	-	278,570
-	-	100,000	-	100,000
34,393	1,167	-	-	35,560
451,682	3,121	100,000	-	554,803
1,072,660	2,199	-	-	1,074,859
565,869	472,619	-	-	1,038,488
-	-	-	5,000	5,000
1,569,974	-	-	-	1,569,974
-	1,872,003	-	1,917,414	3,789,417
-	-	(44,995)	380,555	335,560
-	-	-	8,887	8,887
3,208,503	2,346,821	(44,995)	2,311,856	7,822,185
\$ 3,660,185	\$ 2,349,942	\$ 55,005	\$ 2,311,856	\$ 8,376,988

TOWN OF BOXFORD, MASSACHUSETTS

RECONCILIATION OF TOTAL GOVERNMENTAL FUND  
BALANCES TO NET ASSETS OF GOVERNMENTAL  
ACTIVITIES IN THE STATEMENT OF NET ASSETS

JUNE 30, 2005

<b>Total governmental fund balances</b>	<b>\$ 7,822,185</b>
<ul style="list-style-type: none"><li>• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.</li></ul>	30,088,427
<ul style="list-style-type: none"><li>• Revenues are reported on the accrual basis of accounting and are not deferred until collection.</li></ul>	258,73
<ul style="list-style-type: none"><li>• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.</li></ul>	( 297,318)
<ul style="list-style-type: none"><li>• Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.</li></ul>	(17,514,938)
<b>Net assets of governmental activities</b>	<b>\$ <u>20,357,087</u></b>

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2005

	General	Community Preservation Fund	Spofford Road Improvements	Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues:</b>					
Taxes	\$ 17,577,413	\$ 425,327	\$ -	\$ -	\$ 18,002,740
Excises	1,473,343	-	-	-	1,473,343
Interest and penalties	48,645	485	-	-	49,130
Licenses and permits	263,832	-	-	-	263,832
Intergovernmental	2,847,445	403,714	-	784,829	4,035,988
Charges for services	276,917	-	-	719,130	996,047
Interest earnings	116,495	70,442	-	23,127	210,064
Fines and forfeits	62,839	-	-	-	62,839
Other	62,205	-	-	211,196	273,401
Total Revenues	<u>22,729,134</u>	<u>899,968</u>	<u>-</u>	<u>1,738,282</u>	<u>25,367,384</u>
<b>Expenditures:</b>					
Current:					
General government	1,341,487	20,063	-	115,606	1,477,156
Public safety	1,766,192	-	-	202,694	1,968,886
Education	14,197,988	-	-	902,970	15,100,958
Public works	1,585,158	-	755	299,444	1,885,357
Health and human services	175,041	-	-	51,070	226,111
Culture and recreation	353,081	-	-	23,115	376,196
Insurance and benefits	1,752,523	-	-	34,918	1,787,441
Debt service	1,594,388	269,031	-	-	1,863,419
Intergovernmental	58,147	-	-	-	58,147
Total Expenditures	<u>22,824,005</u>	<u>289,094</u>	<u>755</u>	<u>1,629,817</u>	<u>24,743,671</u>
Excess (deficiency) of revenues over expenditures	(94,871)	610,874	(755)	108,465	623,713
<b>Other Financing Sources (Uses):</b>					
Operating transfers in	93,571	-	-	54,026	147,597
Operating transfers out	(45,000)	-	-	(102,597)	(147,597)
Total Other Financing Sources (Uses)	<u>48,571</u>	<u>-</u>	<u>-</u>	<u>(48,571)</u>	<u>-</u>
Change in fund balance	(46,300)	610,874	(755)	59,894	623,713
Fund Equity, at Beginning of Year, as restated	3,254,803	1,735,947	(44,240)	2,251,962	7,198,472
Fund Equity, at End of Year	<u>\$ 3,208,503</u>	<u>\$ 2,346,821</u>	<u>\$ (44,995)</u>	<u>\$ 2,311,856</u>	<u>\$ 7,822,185</u>

See notes to financial statements.



TOWN OF BOXFORD, MASSACHUSETTS  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2005

**NET CHANGE IN FUND BALANCES - TOTAL  
GOVERNMENTAL FUNDS**

\$ 623,713

- Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:

Capital outlay purchases	741,670
Depreciation	( 770,932)

- Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate, personal property, motor vehicle excise, etc.) differs between the two statements. This amount represents the net change in deferred revenue.

135,710

- The issuance of long-term debt (e.g. general obligation bonds) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets:

Repayments of debt	1,128,571
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- In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.

( 139,341)

- Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds.

22,992

**CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES**

\$ 1,742,383

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2005

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
	Budget	Budget		Positive
				(Negative)
<b>Revenues and Other Sources:</b>				
Taxes	\$ 17,583,430	\$ 17,583,430	\$ 17,583,430	\$ -
Excises	1,300,000	1,300,000	1,473,343	173,343
Penalties, interest and other taxes	45,000	45,000	48,645	3,645
Charges for services	277,000	277,000	276,917	(83)
Intergovernmental	2,397,124	2,397,124	2,404,572	7,448
Licenses and permits	230,000	230,000	263,832	33,832
Fines and forfeits	62,000	62,000	62,839	839
Interest earnings	86,000	86,000	116,495	30,495
Miscellaneous	-	-	62,205	62,205
Transfers in	13,571	13,571	93,571	80,000
Other sources	672,782	717,807	717,807	-
Total Revenues and Other Sources	22,666,907	22,711,932	23,103,656	391,724
<b>Expenditures and Other Uses:</b>				
General government	1,154,306	1,302,835	1,297,658	5,177
Public safety	1,833,540	1,826,217	1,794,812	31,405
Education	14,000,940	14,000,940	13,861,701	139,239
Public works	1,533,834	1,438,931	1,648,604	(209,673)
Health and human services	187,506	187,506	183,765	3,741
Culture and recreation	349,238	349,238	341,138	8,100
Debt service	1,594,388	1,594,388	1,594,388	-
Intergovernmental	53,721	53,721	58,147	(4,426)
Insurance and benefits	1,849,056	1,847,778	1,753,555	94,223
Snow/ice deficit	65,378	65,378	65,378	-
Transfers out	45,000	45,000	45,000	-
Total Expenditures and Other Uses	22,666,907	22,711,932	22,644,146	67,786
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 459,510	\$ 459,510

See notes to financial statements.

## TOWN OF BOXFORD, MASSACHUSETTS

## FIDUCIARY FUNDS

## STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2005

	Private Purpose Trust Funds	Agency Funds
<b><u>ASSETS</u></b>		
Cash and short-term investments	\$ -	\$ (20,189)
Investments	38,217	62,510
Accounts receivable	-	64,246
	<hr/>	<hr/>
Total Assets	38,217	106,567
<b><u>LIABILITIES AND NET ASSETS</u></b>		
Performance bond deposits	-	62,510
Other liabilities	-	44,057
	<hr/>	<hr/>
Total Liabilities	-	106,567
<b><u>NET ASSETS</u></b>		
Restricted for:		
Endowment	24,729	-
Unrestricted	13,488	-
	<hr/>	<hr/>
Total net assets held in trust	\$ <u>38,217</u>	\$ <u>-</u>

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS  
FIDUCIARY FUNDS  
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2005

	<u>Private Purpose Trust Funds</u>
<b>Additions:</b>	
Interest earnings	\$ 1,292
Contributions	<u>14,222</u>
Total additions	15,514
<b>Deductions:</b>	
Education	<u>16,001</u>
Total deductions	<u>16,001</u>
Net (decrease)	(487)
<b>Net assets:</b>	
Beginning of year	<u>38,704</u>
End of year	\$ <u><u>38,217</u></u>

See notes to financial statements.



# **TOWN OF BOXFORD, MASSACHUSETTS**

## **Notes to Financial Statements**

### **1. Summary of Significant Accounting Policies**

The accounting policies of the Town of Boxford (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

#### **A. Reporting Entity**

The government is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the government and applicable component units for which the government is considered to be financially accountable. In fiscal year 2005, it was determined that no entities met the required GASB-39 criteria of component units.

#### **B. Government-Wide and Fund Financial Statements**

##### **Government-Wide Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

##### **Fund Financial Statements**

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

**Government-Wide Financial Statements**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes and excises.

**Fund Financial Statements**

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The government reports the following major governmental funds:

- The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *Community Preservation Fund* is used to account for revenues and expenditures related to the levy of a three percent property tax surcharge, authorized by the Community Preservation Act, to fund land conservation acquisitions.

- The *Spofford Road Improvements Fund* is used to account for revenues and expenditures associated with the repairs and improvements to Spofford Road.

**The private-purpose trust fund is used to account for trust arrangements, other than those properly reported in the permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.**

#### *D. Cash and Short-Term Investments*

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the General Fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

#### *E. Investments*

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

Investments for the Community Preservation Fund and Trust Funds consist of marketable securities, bonds and money market mutual funds. Investments are carried at market value.

#### *F. Property Tax Limitations*

Legislation known as "Proposition 2 1/2" limits the amount of revenue that can be derived from property taxes. The prior fiscal year's tax levy limit is used as a base and cannot increase by more than 2.5 percent (excluding new growth), unless an override or debt exemption is voted. The actual fiscal year 2005 tax levy reflected an excess capacity of \$698,010.

### G. Capital Assets

Capital assets, which include land, buildings and improvements, machinery and equipment and infrastructure, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost that exceeds \$ 5,000 to \$ 100,000, depending on the asset's category, and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets of the primary government are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Building improvements	20
Infrastructure	50
Vehicles	6
Office equipment	5
Computer equipment	5

### H. Compensated Absences

It is the government's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vested sick and vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

### I. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net assets.

### J. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Desig-



nations of fund balance represent tentative management plans that are subject to change.

*K. Use of Estimates*

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements, and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

**2. Stewardship, Compliance and Accountability**

*A. Budgetary Information*

At the annual town meeting, the Finance Committee presents an operating and capital budget for the proposed expenditures of the fiscal year commencing the following July 1. The budget, as enacted by town meeting, establishes the legal level of control and specifies that certain appropriations are to be funded by particular revenues. The original budget is amended during the fiscal year at special town meetings as required by changing conditions. In cases of extraordinary or unforeseen expenses, the Finance Committee is empowered to transfer funds from the Reserve Fund (a contingency appropriation) to a departmental appropriation. "Extraordinary" includes expenses which are not in the usual line, or are great or exceptional. "Unforeseen" includes expenses which are not foreseen as of the time of the annual meeting when appropriations are voted.

Departments are limited to the line items as voted. Certain items may exceed the line item budget as approved if it is for an emergency and for the safety of the general public. These items are limited by the Massachusetts General Laws and must be raised in the next year's tax rate.

Formal budgetary integration is employed as a management control device during the year for the General Fund. Effective budgetary control is achieved for all other funds through provisions of the Massachusetts General Laws.

At year-end, appropriation balances lapse, except for certain unexpended capital items and encumbrances which will be honored during the subsequent year.

**B. Budgetary Basis**

The General Fund final appropriation appearing on the “Budget and Actual” page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

**C. Budget/GAAP Reconciliation**

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison with budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

<u>General Fund</u>	<u>Revenues and Other Financing Sources</u>	<u>Expenditures and Other Financing Uses</u>
Revenues/Expenditures (GAAP basis)	\$ 22,729,134	\$ 22,824,005
Other financing sources/uses (GAAP basis)	<u>93,571</u>	<u>45,000</u>
Subtotal (GAAP Basis)	22,822,705	22,869,005
Adjust tax revenue to accrual basis	6,017	-
Reverse beginning of year appropriation carryforwards from expenditures	-	( 919,682)
Add end of year appropriation carryforwards to expenditures	-	1,072,660
To reverse the effect of non- budgeted State contributions for teachers retirement	( 442,873)	( 442,873)
To record raising of prior year's snow and ice deficit	-	65,378

(continued)

To reverse the effect of non-budgeted expenditure reclassifications	-	( 342)
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Recognize use of free cash and overlay surplus as a funding source	<u>717,807</u>	<u>-</u>
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Budgetary basis	\$ <u>23,103,656</u>	\$ <u>22,644,146</u>
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**D. Excess of Expenditures Over Appropriations**

Expenditures exceeding appropriations during the current fiscal year were as follows:

Public works (Snow/ice deficit)	\$ (209,673)
Intergovernmental assessments	\$ ( 4,426)

**E. Deficit Fund Equity**

The following funds had deficits as of June 30, 2005:

Emergency operations planning	\$ ( 290)
Homeland security deposit	\$ ( 6,500)
Public health emergencies	\$ ( 708)
Spofford road improvements	\$ (44,995)

The deficits in these funds will be eliminated through future departmental revenues, bond proceeds and transfers from other funds.

**3. Cash and Investments**

Cash and investments as of June 30, 2005 are classified in the accompanying financial statements as follows:

Statement of net assets:	
Cash and short-term investments	\$ 4,635,783
Investments	3,425,683
Fiduciary funds:	
Cash and short-term investments	(20,189)
Investments	<u>100,727</u>
Total cash and investments	\$ <u>8,142,004</u>

Cash and investments at June 30, 2005 consist of the following:

Cash on hand	\$ 2,400
Deposits with financial institutions	4,613,194
Investments	<u>3,526,410</u>
Total cash and investments	\$ <u>8,142,004</u>

### Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town does not have a formal investment policy for managing its exposure to fair value losses arising from changing interest rates.

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows:

<u>Investment Type</u>	<u>Investment Maturities (in Years)</u>		
	<u>Fair Value</u>	<u>Less than One Year</u>	<u>1 to 5</u>
Debt-related securities:			
Certificates of deposit	\$ 49,815	\$ 49,815	\$ -
Corporate bonds	99,577	99,577	-
Federal agency securities	<u>3,142,011</u>	<u>342,023</u>	<u>2,799,988</u>
Subtotal	3,291,403	\$ <u>491,415</u>	\$ <u>2,799,988</u>
Mutual funds	97,213		
Corporate equities	<u>137,794</u>		
Total investments	\$ <u>3,526,410</u>		

### Investments with Fair Values Highly Sensitive to Interest Rate Fluctuations

The Town's investments include the following investments that are highly sensitive to interest rate fluctuations (to a greater degree than already indicated in the information provided above):



### Highly Sensitive Investments

Fair Value at  
Year End

Mortgage backed securities. These securities are subject to early payment in a period of declining interest rates. The resultant reduction in expected total cash flows affect the fair value of these securities and makes the fair value of these securities highly sensitive to changes in interest rates.

\$ 3,142,011

### **Disclosures Relating to Credit Risk**

Generally, credit risk is the risk that the issuer of an investment will not fulfill its obligation to the holder of the investment. Credit risk is measured by the assigning of a rating by a nationally recognized statistical rating organization. The Town does not have a formal investment policy for credit risk. However, the Town Treasurer follows Chapter 44, Section 55B of Massachusetts General Law, which specifies that investments are to be made to earn interest at the highest possible rate reasonably available, after taking account of safety, liquidity, and yield. Presented below is the actual Moody's rating as of June 30, 2005 for each of the Town's investment types (in thousands):

<u>Investment Type</u>	<u>Fair Value</u>	<u>Minimum Legal Rating</u>	<u>Rating as of Year End</u>			<u>Not Rated</u>
			<u>Aaa</u>	<u>Aa3</u>	<u>A2</u>	
Certificates of deposit	\$ 50	N/A	-	25	-	25
Corporate bonds	99	N/A	-	-	99	-
Federal agency securities	3,142	N/A	3,142	-	-	-
Mutual funds	97	N/A	-	-	-	97
Corporate equities	<u>138</u>	N/A	<u>-</u>	<u>-</u>	<u>-</u>	<u>138</u>
Total	\$ <u>3,526</u>		<u>3,142</u>	<u>25</u>	<u>99</u>	<u>260</u>

### **Concentration of Credit Risk**

The Town does not have a formal investment policy limiting the amount that can be invested in any one issuer beyond that stipulated by Massachusetts General Laws. Investments in any one issuer (other than U.S. Treasury securities, mutual funds, and external investment pools) that represent more than 5% or more of the Town's total investments are as follows:

<u>Issuer</u>	<u>Investment Type</u>	<u>Reported Amount</u>
Federal Home Loan Bank	Federal agency securities	\$ 1,368,197
Federal National Mtg. Assn.	Federal agency securities	1,157,918
Federal Home Loan Mtg Corp.	Federal agency securities	615,896

## **Custodial Credit Risk**

Custodial Credit Risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, the Town will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of another party. Massachusetts General Laws, Chapter 44, section 55, limits deposits "in a bank or trust company or banking company to an amount not exceeding sixty per cent of the capital and surplus of such bank or trust company or banking company, unless satisfactory security is given to it by such bank or trust company or banking company for such excess." The Town does not have a formal policy for custodial credit risk.

As of June 30, 2005, \$ 3,607,509 of the Town's deposits with financial institutions in excess of federal depository insurance limits was held in uncollateralized accounts.

## **4. Taxes Receivable**

Real estate and personal property taxes are levied and based on values assessed on January 1<sup>st</sup> of every year. Assessed values are established by the Board of Assessors for 100% of the estimated fair market value. Taxes are due on a quarterly basis and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year they relate to.

Fourteen days after the due date for the final tax bill for real estate taxes, a demand notice may be sent to the delinquent taxpayer. Fourteen days after the demand notice has been sent, the tax collector may proceed to file a lien against the delinquent taxpayers' property. The Town has an ultimate right to foreclose on property for unpaid taxes. Personal property taxes cannot be secured through the lien process.

Taxes receivable at June 30, 2005 consist of the following:

Real Estate, Levy Year 2005	\$ 127,937
CPA, Levy Year 2005	1,954
Personal Property, Levy Year 2005	23
Personal Property, Levy Year 2004	77
Tax Title, all years	<u>43,329</u>
Total	\$ <u>173,320</u>

## 5. Allowance for Doubtful Accounts

The receivables reported in the accompanying entity-wide financial statements reflect the following estimated allowances for doubtful accounts:

	<u>Governmental</u>
Excises	<u>\$ 13,899</u>

## 6. Intergovernmental Receivables

This balance represents reimbursements requested from Federal and State agencies for expenditures incurred in fiscal 2005.

## 7. Capital Assets

Capital asset activity for the year ended June 30, 2005 was as follows (in thousands):

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 19,043	\$ 61	\$ -	\$ 19,104
Machinery, equipment, and furnishings	2,692	157	-	2,849
Infrastructure	<u>869</u>	<u>523</u>	<u>-</u>	<u>1,392</u>
Total capital assets, being depreciated	22,604	741	-	23,345
Less accumulated depreciation for:				
Buildings and improvements	( 3,478)	(469)	-	( 3,947)
Machinery, equipment, and furnishings	( 914)	(245)	-	( 1,159)
Infrastructure	<u>( 22)</u>	<u>( 57)</u>	<u>-</u>	<u>( 79)</u>
Total accumulated depreciation	<u>( 4,414)</u>	<u>(771)</u>	<u>-</u>	<u>( 5,185)</u>
Total capital assets being depreciated, net	18,190	( 30)	-	18,160
Capital assets, not being depreciated:				
Land	11,928	-	-	11,928
Construction in progress	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total capital assets, not being depreciated	<u>11,928</u>	<u>-</u>	<u>-</u>	<u>11,928</u>
Governmental activities capital assets, net	<u>\$ 30,118</u>	<u>\$ ( 30)</u>	<u>\$ -</u>	<u>\$ 30,088</u>

Note: The Town has not yet fully capitalized infrastructure assets for governmental activities.

Depreciation expense was charged to functions of the Town as follows (in thousands):

Governmental Activities:

General government	\$ 144
Public safety	191
Education	279
Public works	113
Culture and recreation	<u>44</u>
Total depreciation expense - governmental activities	\$ <u>771</u>

**8. Warrants Payable**

Warrants payable represent 2005 expenditures paid by July 15, 2005 as permitted by law.

**9. Accrued Liabilities**

Governmental activities: This balance represents the amount accrued in the current period for interest on the Town's outstanding general obligation bonds, as well as various employee payroll withholdings.

Governmental funds: This balance represents various employee payroll withholdings.

**10. Deferred Revenue**

Government-wide financial statements report *deferred revenues* in connection with the Town's unapportioned betterment receivables.

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

The balance of the General Fund deferred revenues account is equal to the total of all June 30, 2005 receivable balances, except real and personal property taxes that are accrued for subsequent 60 day collections.



## 11. Anticipation Notes Payable

The Town had the following note outstanding at June 30, 2005:

	<u>Interest Rate</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Balance at June 30, 2005</u>
Bond anticipation	1.90%	07/23/04	07/21/05	\$ <u>100,000</u>

The following summarizes activity in notes payable during fiscal year 2005:

<u>Balance Beginning of Year</u>	<u>New Issues</u>	<u>Maturities</u>	<u>Payoffs</u>	<u>Balance End of Year</u>
\$ <u>300,000</u>	\$ <u>100,000</u>	\$ <u>(100,000)</u>	\$ <u>(200,000)</u>	\$ <u>100,000</u>

## 12. Long-Term Debt

### A. General Obligation Bonds

The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds currently outstanding are as follows:

<u>Government Activities</u>	<u>Serial Maturities Through</u>	<u>Interest Rate(s)% *</u>	<u>Amount Outstanding as of June 30, 2005</u>
<b>Bonds payable - Inside the Debt Limit</b>			
School bonds	06/15/16	*	\$ 3,335,000
Title V (MWPAT)	08/01/18	-	152,188
Land acquisition	06/15/17	*	1,410,000
Title V (MWPAT)	02/01/21	-	43,126
Police station	04/15/21	*	2,570,000
Town hall	08/15/22	*	4,035,000
Sawyer/Richardson land	08/15/22	*	2,840,000
Fire truck	08/15/17	*	235,000
Spofford Pond road drainage	08/15/22	*	275,000
<b>Bonds payable - Outside the Debt Limit</b>			
Landfill closure	06/15/17	*	690,000
Spofford Pond school	06/15/09	*	<u>410,000</u>
<b>Total</b>			<b>\$ <u>15,995,314</u></b>

\* Certain debt reflects variable interest rates ranging from 2.00% to 6.375%.

### B. Future Debt Service

The annual principal payments to retire all general obligation long-term debt outstanding as of June 30, 2005 are as follows:

<u>Governmental</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2006	\$ 1,128,571	\$ 691,373	\$ 1,819,944
2007	1,143,572	651,161	1,794,733
2008	1,138,571	608,792	1,747,363
2009	1,153,571	563,705	1,717,276
2010	1,063,572	515,991	1,579,563
2011 - 2015	5,542,770	1,850,329	7,393,099
2016 - 2020	3,551,939	660,868	4,212,807
2021 - 2025	<u>1,272,748</u>	<u>79,223</u>	<u>1,351,971</u>
Total	\$ <u>15,995,314</u>	\$ <u>5,621,442</u>	\$ <u>21,616,756</u>

The general fund has been designated as the sole source to repay the governmental-type general obligation long-term debt outstanding as of June 30, 2005.

### C. Changes in General Long-Term Liabilities

During the year ended June 30, 2005, the following changes occurred in long-term liabilities (in thousands):

	Total			Total	Less	Equals Long-Term
	Balance <u>7/1/04</u>	<u>Additions</u>	<u>Reductions</u>	Balance <u>6/30/05</u>	<u>Current Portion</u>	<u>Portion 6/30/05</u>
<b>Governmental Activities</b>						
Bonds payable	\$ 17,124	\$ -	\$ (1,129)	\$ 15,995	\$ (1,129)	\$ 14,866
Other:						
Landfill closure	1,424	-	( 30)	1,394	( 31)	1,363
Accrued employee benefits	<u>118</u>	<u>7</u>	<u>-</u>	<u>125</u>	<u>( 5)</u>	<u>120</u>
Totals	\$ <u>18,666</u>	\$ <u>7</u>	\$ <u>(1,159)</u>	\$ <u>17,514</u>	\$ <u>(1,165)</u>	\$ <u>16,349</u>

### 13. Landfill Closure and Postclosure Care Costs

The Town's landfill was closed and capped in the Spring of 2001. State and Federal laws and regulations require the Town to perform certain maintenance and monitoring functions at the site of its capped landfill for thirty years after closure. These *postclosure care* costs are reported as a long-term liability in the government-wide financial statements, and a portion of the liability is expensed

each year. The amount of the postclosure care liability and the portion of costs expensed each year are based on estimates provided by management. In 1999, the Town issued \$ 1,050,000 in general obligation bonds to fund estimated closure and monitoring costs.

#### **14. Restricted Net Assets**

The accompanying entity-wide financial statements report restricted net assets when external constraints from grantors or contributors are placed on net assets.

Permanent fund restricted net assets are segregated between nonexpendable and expendable. The nonexpendable portion represents the original restricted principal contribution, and the expendable represents accumulated earnings which available to be spent based on donor restrictions.

#### **15. Reserves of Fund Equity**

“Reserves” of fund equity are established to segregate fund balances which are either not available for expenditure in the future or are legally set aside for a specific future use.

The following types of reserves are reported at June 30, 2005:

Reserved for Encumbrances - An account used to segregate that portion of fund balance committed for expenditure of financial resources upon vendor performance.

Reserved for Expenditures - Represents the amount of fund balance appropriated to be used for expenditures in the subsequent year budget.

Reserved for Perpetual Funds - Represents the principal of the nonexpendable trust fund investments. The balance cannot be spent for any purpose; however, it may be invested and the earnings may be spent.

#### **16. Commitments and Contingencies**

Outstanding Lawsuits - There are several pending lawsuits in which the Town is involved. The Town’s management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government.

Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may

be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

**17. Post-Employment Health Care and Life Insurance Benefits**

The Town has accepted Chapter 32B of Massachusetts General Laws to provide for health care and life insurance benefits to retirees, their dependents, or their survivors. These benefits are provided through the Town's group plans. The cost of these benefits is included in the total cost of benefits for both active and retired employees. The number of participants currently eligible to receive benefits, and cost of benefits for retirees, their dependents, or their survivors for the year ended June 30, 2005 was not available.

**18. Pension Plan**

The Town follows the provisions of GASB Statement No. 27, *Accounting for Pensions for State and Local Government Employees*, with respect to the employees' retirement funds.

**A. Plan Description**

The Town contributes to the Essex County Retirement System (the "System"), a cost-sharing multiple-employer, defined benefit pension plan administered by a county retirement board. The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the Massachusetts General Laws assigns the System the authority to establish and amend benefit provisions of the plan, and grant cost-of-living increases, to the State legislature. The System issues a publicly available financial report which can be obtained through the Essex Regional Retirement Board, 491 Maple Street, Building 200, Suite 202, Danvers, Massachusetts 01923.

**B. Funding Policy**

Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the remaining system-wide actuarially determined contribution plus administration costs which are apportioned among the employers based on active covered payroll. The contributions of plan members and the Town are governed by Chapter 32 of the Massachusetts General Laws. The Town's contributions to the System for the years ended June 30, 2005, 2004 and 2003 were \$ 513,053, \$ 496,309, and \$ 453,698, respectively, which were equal to its annual required contributions for each of these years.



### C. Teachers

As required by State statutes, teachers of the Town are covered by the Massachusetts Teachers Retirement System (MTRS). The MTRS is funded by contributions from covered employees and the Commonwealth of Massachusetts. The Town is not required to contribute.

All persons employed on at least a half-time basis, who are covered under a contractual agreement requiring certification by the Board of Education are eligible, and must participate in the MTRS.

Based on the Commonwealth of Massachusetts' retirement laws, employees covered by the pension plan must contribute a percentage of gross earnings into the pension fund. The percentage is determined by the participant's date of entry into the system and gross earnings, up to \$ 30,000, as follows:

Before January 1, 1975	5%
January 1, 1975 - December 31, 1983	7%*
January 1, 1984 - June 30, 1996	8%*
July 1, 1996 - June 30, 2001	9%*
Beginning July 1, 2001	11%

\* Effective January 1, 1990, all participants hired after January 1, 1979, who have not elected to increase to 11%, contribute an additional 2% of salary in excess of \$ 30,000.

The Town's current year covered payroll for teachers and administrators for the year ended June 30, 2005 was not available.

In fiscal year 2005, the Commonwealth of Massachusetts contributed \$ 442,873 to the MTRS on behalf of the Town. This is included in the education expenditures and intergovernmental revenues in the general fund.

## 19. **Risk Management**

The government is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three fiscal years.

**20. Beginning Fund Balance Reclassification**

The Town's major governmental funds for fiscal year 2005, as defined by GASB Statement 34, have changed from the previous fiscal year. Accordingly, the following reconciliation is provided:

	Fund Equity June 30, 2004 (as previously reported)	<u>Reclassification</u>	Fund Equity June 30, 2004 (as restated)
Nonmajor funds	\$ 2,248,829	\$ 3,133	\$ 2,251,962
Acquire Sawyer/ Richardson Land	<u>3,133</u>	<u>(3,133)</u>	<u>-</u>
Total	\$ <u>2,251,962</u>	\$ <u>-</u>	\$ <u>2,251,962</u>

## FINANCE COMMITTEE

The Finance Committee experienced a considerable amount of transition in 2005. We lost John Powell, our Chairperson for the last two years; Robert Conroy, one of our most seasoned veterans; and Dr. Steven Davis who was elected to the Board of Selectmen. Fortunately we were able to add Gregg Chin and Dr. Pradeep Bhide to the Committee. Mr. Chin has an accounting background and Dr. Bhide is a neuro scientist. Both have proven to be extremely capable, analytical contributors.

As many know, the last several years have been difficult from a financial perspective. Since I started working on the Finance Committee in 2002, I have seen revenues from nearly all sources decline while costs have continued to rise, some at double digit rates. Working with the Board of Selectmen, Director of Finance, Department Heads and the Schools, we have managed to preserve our financial policy minimum standards, but at a cost. Many budgets have been cut to the bone, some further, and capital investments have been delayed. Nearly all departments are running lean, and where they are not we continue in our effort to make progress.

The continually growing budgetary gap led to three Proposition 2 ½ overrides to fund the budget, one for Masconomet and the Elementary Schools and one for the non-school budget. An unanticipated increase in revenue from the State and a bit higher than expected free cash certification was a welcome surprise going into the Fall Town Meeting. Like many, we underestimated the budget for fuel and electricity. The ongoing expense to support technology has been rising and enhanced regulatory requirements over the past few years finally caught up with the Assessor's Department. Increases in each of these budget line items were supported at the Fall Town Meeting and will continue to impact the operating budget.

As we have become accustomed, FY 2007 looks to be another year of difficult decisions and prioritization. It is especially difficult since the resignation of John O'Brien as Finance Director. Health Insurance costs continue to grow at double digit rates and we all know about energy costs. To John Powell's credit, we are in year two of a three year agreement with Masconomet for an operating budget increase of 5% and have asked for no more than 2.5% increases from all other departments. While State revenues appear to be increasing nominally, I am expecting Proposition 2 ½ overrides will be necessary to fill budgetary shortfalls and maintain financial stability. The Finance Committee will continue to work with each department and in concert with the Board of Selectmen to

present the town with a budget that is fiscally responsible, offering choices to the taxpayer and supported with the facts necessary to make tough choices as necessary.

Respectfully Submitted,

Preston Galarneau, Chair  
Timothy Feeney, Vice-Chair  
Peter Bernardin  
Dr. Pradeep Bhide  
Peter Fortin  
Gregory Chin  
Michael White



## **BOARD OF ASSESSORS**

The total property valuation of \$1,875,235,838 includes \$14,222,770 in new growth this past fiscal year, which is a decrease of \$15,079,014 from the prior year. The tax rate was set at \$10.17 per thousand of assessed value, a decrease of four percent from last year. After the review of home sales that occurred during 2004, the board determined that property valuations should be increased to reflect market value. This resulted in most home values increasing about 11%. The average residential property assessment is now \$676,000, an 11% increase over last year. Reference to the page on tax rate recapitulation shows how heavily the town relies on residences for tax revenues.

New home construction is a major contributor to new growth. However, the number of new home permits has declined over the past few years: 2000 – 38 permits; 2001 – 19 permits; 2002 – 15 permits; 2003 – 12 permits and 2004 – 11 permits; 2005 – 12 permits. The low number of new home permits is reflective of the high price of a building lot in town, which is now in excess of \$400,000.

Following previous years action, the selectmen voted a multiplier of 1 for all commercial and industrial properties, meaning their tax rate stays the same as residential.

The assessors recognize that following state revaluation regulations creates a hardship for many residents, particularly the senior population. The assessors are working with the Council on Aging to ensure that all seniors are familiar with the tax lowering programs that are available to them.

Of the 3,044 real and personal property tax bills that were issued, 86 resulted in abatement filings. The percentage of abatement filings was 3%. The board granted 85 personal exemptions totaling \$87,614.67 to qualified homeowners based on age, financial condition, blindness or veteran's service connected disability. The board also granted 53 Community Preservation Surcharge abatements due to age and financial status, which totaled \$6,263.39. An additional \$5,215.97 was abated due to any other abatements or exemptions granted to real estate tax.

Auto excise taxes bring in about \$1,000,000 in income to the town, from over 7,000 vehicles, but impose a considerable workload of corrections, transfers, vehicle sales, address changes and delinquencies. Vehicle owners should be aware that in order to receive an abatement, the vehicle must be disposed of (i.e. Sold, traded, junked, etc.) as well as the plates being cancelled or transferred to another vehicle.

The office experienced some staffing changes during the course of the year. Lauren Woekel was promoted from Assessor's Assistant to Director of Assessment. The board also welcomed Elaine Wier, Field Assessor, who was

hired in May 2005. She has been a tremendous addition to the department. The department has also been assisted by Marie Mello on a part-time basis. The board members and office staff appreciate the help and support from other town offices and all the townspeople.

Respectfully submitted,

David F. Benson, Chairman  
Kenneth Kaufman  
Deborah Nippes-Mena

**OFFICE OF THE TREASURER/COLLECTOR OF TAXES  
REPORT OF CASH, INTEREST INCOME AND DEBT  
FISCAL YEAR 2005, ENDED JUNE 30, 2005**

1. Cash balances in the custody of the Treasurer as of June 30, 2005 were as follows:

General Fund Cash:	\$4,272,919.09
General Fund (Town Hall Bonds):	386,723.46
General Fund (Police Station Bonds):	92,530.18
Trust, Gift & Restricted Funds:	1,051,575.24
Community Preservation Fund:	<u>2,352,009.41</u>
<b><u>TOTAL ALL FUNDS:</u></b>	<b><u>\$8,155,757.38</u></b>

2. Investment income earned during the year ended June 30, 2005 was as follows:

General Fund Cash:	\$ 107,002.01
General Fund (Town Hall Bonds):	7,860.77
General Fund (Police Station Bonds):	2,055.63
Trust, Gift & Restricted Funds:	26,924.53
Community Preservation Fund:	<u>48,257.53</u>
<b><u>TOTAL EARNINGS ON FUNDS:</u></b>	<b><u>\$ 192,100.47</u></b>

3. Outstanding debts as of June 30, 2005 were as follows:

<u>Purpose</u>	<u>Rate</u>	<u>Principal Due</u>	<u>Year Callable</u>
<u>Long Term:</u> (bonds)			
School Construction '96	*	\$ 3,335,000	2007
Municipal Purpose Loan '99 (1)	**	2,510,000	2010
Police Station Construction Loan	***	2,570,000	2011
Municipal Purpose Loan '03 (2)	****	7,385,000	2013
Comm. of MA Title V Septic Repair Loan	0%	195,314	
<u>Short Term:</u> (bond anticipation notes)			<u>Maturity Date</u>
Spofford Road Drainage	1.90%	<u>100,000</u>	07/21/05
<b><u>TOTAL ALL OUTSTANDING DEBT:</u></b>		<b><u>\$16,095,314</u></b>	

- (1) Loan purposes include Land Acquisition (\$1,410,000), Landfill Closure (\$690,000) and Spofford Pond School Construction—Advance Refunded (\$410,000)
- (2) Loan purposes include Town Hall Construction (\$4,035,000), Land Acquisition (\$2,840,000), Spofford Road Drainage (\$275,000) and Fire Truck (\$235,000)
- \* Rate varies over remaining term from 5.10% to 5.80%
- \*\* Rate varies over remaining term from 4.625% to 5.30%
- \*\*\* Rate varies over remaining term from 4.000% to 4.875%
- \*\*\*\* Rate varies over remaining term from 2.00% to 4.45%

Respectfully submitted,  
Ellen S. Guerin, Treasurer/Collector of Taxes

TOWN OF BOXFORD  
TRUST, GIFT AND RESTRICTED FUNDS  
Fiscal Year Ended 6/30/05

FUND #	FUND NAME	RESPONSIBLE	BALANCE 7/1/2004	FY 2005 RECEIPTS	FY 2005 PAYMENTS	FY 2005 INTEREST	BALANCE 6/30/2005
<b>RESTRICTED FUNDS:</b>							
8077	Boxford Meadows Develop. Deposit	BOARD					
8081	Memorial Hill Developer Deposit	Planning Board	\$ 15,439.83			\$ 466.86	\$ 15,906.69
8078	Arts Lottery Fund	Planning Board	\$ 18,468.33			\$ 558.44	\$ 19,026.77
8079	Unemployment Fund	Arts Council	\$ 756.26	\$ 2,327.25	\$ 1,807.96	\$ 28.46	\$ 1,304.01
8083	Stabilization Fund	Selectmen	\$ 23,963.83	\$ 30,000.00	\$ 34,917.36	\$ 922.99	\$ 19,969.46
8084	Conservation Fund	Town Meeting	\$ 582,668.76	\$ 15,000.00		\$ 18,028.03	\$ 615,696.79
8085	Insurance Fund	Conservation Comm	\$ 3,562.02			\$ 107.72	\$ 3,669.74
		Commission	\$ 30,755.50		\$ 6,209.97	\$ 930.00	\$ 25,475.53
<b>ConsCom Development Deposits :</b>							
8300	Cons Bond Walker DEP # 114-762						
8301	Cons Bond M. Hill DEP # 114-762	Conservation Comm	\$ 1,666.19	\$ -	\$ -	\$ 50.37	\$ 1,716.56
8302	Cons Bond M. Hill DEP # 114-750	Conservation Comm	\$ 792.86	\$ -	\$ -	\$ 23.98	\$ 816.84
8306	Cons Bond E&F DEP # 114-643	Conservation Comm	\$ 12,365.12	\$ -	\$ -	\$ 373.90	\$ 12,739.02
8307	Cons Bond Jarosz DEP # 114-705	Conservation Comm	\$ 1,446.07	\$ -	\$ -	\$ 43.73	\$ 1,489.80
8309	Cons Bond Maritime DEP # 114-822	Conservation Comm	\$ 10,496.84	\$ -	\$ -	\$ 317.41	\$ 10,814.25
<b>Consultants' Fees: Planning Board</b>							
8100	Consultants: Village Estates	Planning Board	\$ 203.36	\$ -	\$ -	\$ 6.14	\$ 209.50
8103	Consultants: Barehill Farm	Planning Board	\$ 147.48	\$ -	\$ 147.48	\$ -	\$ -
8105	Consultants: Kelsey Highlands	Planning Board	\$ 27.20	\$ -	\$ 27.20	\$ -	\$ -
8110	Consultants: Pearl Farm Estates	Planning Board	\$ 2,432.16	\$ -	\$ 2,432.16	\$ -	\$ -
8111	Consultants: Aldershot Estate	Planning Board	\$ 2,050.79	\$ -	\$ -	\$ 62.00	\$ 2,112.79
8114	Consultants: Hidden Meadow	Planning Board	\$ 4,386.32	\$ -	\$ -	\$ 132.63	\$ 4,518.95
8116	Consultants: Winding Oaks	Planning Board	\$ 22.86	\$ -	\$ 22.86	\$ -	\$ -
8120	Consultants: Lauren Woods	Planning Board	\$ 7,484.37	\$ -	\$ 2,467.25	\$ 188.65	\$ 5,205.77
8125	Consultants: Dana Road Extension	Planning Board	\$ 846.30	\$ -	\$ -	\$ 25.59	\$ 871.89
8126	Consultants: Johnsons Pond	Planning Board	\$ 76.01	\$ -	\$ -	\$ 2.30	\$ 78.31
8127	Consultants: Spottford Road	Planning Board	\$ 261.53	\$ -	\$ -	\$ 7.91	\$ 269.44
8128	Consultants: Eagle's Nest Farm	Planning Board	\$ -	\$ 2,145.00	\$ 1,430.00	\$ 22.41	\$ 737.41
<b>Consultants' Fees: Zoning Appeals Board</b>							
8131	Consultants: ATC Cell Tower Case # 742	Zoning Board	\$ -	\$ 3,000.00	\$ -	\$ 44.98	\$ 3,044.98
8132	Consultants: Wood Lot LLC Case # 748	Zoning Board	\$ -	\$ 12,350.00	\$ 11,706.00	\$ 60.72	\$ 704.72
	<b>Restricted Funds Sub-Total</b>		<b>\$ 720,319.99</b>	<b>\$ 64,822.25</b>	<b>\$ 61,168.24</b>	<b>\$ 22,405.22</b>	<b>\$ 746,379.22</b>



TOWN OF BOXFORD  
TRUST, GIFT AND RESTRICTED FUNDS  
Fiscal Year Ended 6/30/05

FUND #	FUND NAME	RESPONSIBLE	BALANCE 7/1/2004	FY 2005 RECEIPTS	FY 2005 PAYMENTS	FY 2005 INTEREST	BALANCE 6/30/2005
<b>GIFT FUNDS:</b>							
8501	Witch Hollow Farm Gift Fund	BOARD Selectmen	\$ 1,260.31		\$ 2,049.15	\$ -	\$ 1,260.31
8502	Police Department Gift Fund	Police Department	\$ 5,006.00	\$ -	\$ -	\$ -	\$ 5,006.00
8503	D.A.R.E.	Police Department	\$ 3,505.06	\$ 6,450.00	\$ 8,776.65	\$ -	\$ 1,178.41
8504	Fire Department Donations	Fire Department	\$ 4,889.01	\$ 5,016.21	\$ 6,371.58	\$ -	\$ 3,533.64
8505	Animal Control Dept. Gift Fund	Animal Contr. Officer	\$ 1,036.00	\$ 30.00	\$ -	\$ -	\$ 1,066.00
8506	Buy-a-Brick Technology Fund	Elementary School	\$ 166.46	\$ -	\$ 166.46	\$ -	\$ -
8507	Boxford Elementary School Gift Fund	Elementary School	\$ 296.40	\$ 660.00	\$ 301.11	\$ -	\$ 655.29
8508	Council on Aging Donations	Council on Aging	\$ 5,963.41	\$ 21,377.19	\$ 21,483.94	\$ -	\$ 5,856.66
8509	Memorial Gifts to Library Fund	Library	\$ 6,414.72	\$ 10,059.49	\$ 6,954.72	\$ -	\$ 9,519.49
8510	Craig Falk Memorial Gift Fund	Selectmen	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00
8512	Adele McConaghy Gift Fund	Library	\$ 5,179.18	\$ -	\$ 3,496.33	\$ -	\$ 1,682.85
8513	Davis Hayfield Gift Fund	Community Presvtn.	\$ 65,000.00	\$ -	\$ -	\$ -	\$ 65,000.00
8514	Comcast Cable Settlement	Selectmen	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 75,000.00
	<b>Gift Funds Sub-total</b>		<b>\$ 173,841.55</b>	<b>\$ 43,592.89</b>	<b>\$ 49,599.94</b>	<b>\$ -</b>	<b>\$ 167,834.50</b>
<b>TRUST FUNDS:</b>							
8201	Post War Re-hab Fund	Commission	\$ 124.22	\$ -	\$ -	\$ 3.77	\$ 127.99
8203	Town School Fund--Expendable	Commission	\$ 5,962.01	\$ -	\$ -	\$ 301.23	\$ 6,263.24
8401	Town School Fund--Non-Expendable	Commission	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
8205	Barker Trust Fund	Elementary School	\$ 30,206.14	\$ 5,000.00	\$ 11,994.64	\$ 1,019.30	\$ 24,230.80
8210	Tri-Centennial Memorial Park Fund	Commission	\$ 14,227.08	\$ 150.00	\$ 1,650.00	\$ 425.74	\$ 13,152.82
8211	Michelle Wilson Fund--Expendable	Commission	\$ 649.28	\$ 9,025.93	\$ -	\$ 292.57	\$ 9,967.78
8405	Michelle Wilson Fund--Non-Expendable	Commission	\$ 9,025.93	\$ -	\$ 9,025.93	\$ -	\$ -
8212	East Parish Library Fund	Library	\$ 695.80	\$ -	\$ -	\$ 21.04	\$ 716.84
8213	West Parish Library Fund	Library	\$ 276.88	\$ -	\$ -	\$ 8.36	\$ 285.24
8214	Emma S. Cote Library Fund--Expendable	Library	\$ 2,517.63	\$ -	\$ -	\$ 106.39	\$ 2,624.02
8404	Emma S. Cote Library Fund--Non-Expendable	Library	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
8215	Mary Stacy Holmes Library Fund	Library	\$ 924.98	\$ -	\$ -	\$ 27.96	\$ 952.94
8217	COA Memorial Van Fund	Commission	\$ 13,683.86	\$ 2,457.10	\$ -	\$ 455.76	\$ 16,596.72
8218	Ackerman Playground Maintenance Fund	Commission	\$ 18,661.26	\$ -	\$ -	\$ 564.29	\$ 19,225.55
	<b>Trust Funds Sub-total</b>		<b>\$ 101,955.07</b>	<b>\$ 16,633.03</b>	<b>\$ 22,670.57</b>	<b>\$ 3,226.41</b>	<b>\$ 99,143.94</b>
<b>PRIVATE PURPOSE FUNDS</b>							
8076	Scholarship Fund	Scholarship Comm.	\$ 295.59	\$ 398.41	\$ 295.59	\$ 3.60	\$ 402.01
8080	Education Fund	Scholarship Comm.	\$ 1,701.93	\$ 150.00	\$ 684.41	\$ 39.53	\$ 1,207.05
8202	Boxford Visiting Nurse Fund	Commission	\$ 13,559.33	\$ -	\$ -	\$ 410.00	\$ 13,969.33
8204	Perley Parkhurst Cole Fund	Commission	\$ 2,052.39	\$ 13,673.41	\$ 14,800.00	\$ 200.46	\$ 1,126.26
8207	Griffin Fund--Expendable	Elementary School	\$ 44.00	\$ -	\$ 220.00	\$ 272.72	\$ 96.72
8402	Griffin Fund--Non-Expendable	Elementary School	\$ 8,974.79	\$ -	\$ -	\$ -	\$ 8,974.79
8208	Sarah Perley Trust Fund--Expendable	Commission	\$ 3,339.04	\$ -	\$ -	\$ 252.17	\$ 3,591.21
8403	Sarah Perley Trust Fund--Non-Expendable	Commission	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
8209	Curtis Killam Burial Fund	Commission	\$ 3,737.21	\$ -	\$ -	\$ 113.00	\$ 3,850.21
	<b>Private Purpose Funds Sub-total</b>		<b>\$ 38,704.28</b>	<b>\$ 14,221.82</b>	<b>\$ 16,000.00</b>	<b>\$ 1,291.48</b>	<b>\$ 38,217.58</b>
	<b>TOTAL FUNDS</b>		<b>\$ 1,034,820.89</b>	<b>\$ 139,269.99</b>	<b>\$ 149,438.75</b>	<b>\$ 26,923.11</b>	<b>\$ 1,051,575.24</b>

## **BOARD OF COMMISSIONER OF TRUST FUNDS**

The purpose of the Board of Commissioners of Trust Funds (BCTF) for the Town of Boxford is to oversee the trust funds given or bequested to the Town which are not specifically under the direction and control of other town officials or trustees. The Boxford BCTF is an elected body comprising three members each elected for a three year term.

As in past years, the BCTF's major activity in 2005 was the review and designation of funding awards and scholarship requests submitted to the Perley-Parkhurst-Cole Memorial Trust Fund (PPC). Disbursements for 2005 from the PPC follow.

Other activities conducted by the BCTF included:

- Authorized expenditures from the Tri-Centennial Memorial Park Fund for clearing an area and rebuilding a stone wall at the corner of Spofford Road and Ipswich Road.
- Authorized payment from the Insurance Fund to cover mold damage to the East Boxford Library

Residents of Boxford who wish to make a request for consideration of use of funds controlled by this Board should contact one of the members. The Board would be pleased to answer any questions that a resident may have regarding our activities.

Judith Carr, Chair  
Samuel N. Shields, Clerk  
Anthony D. Dinnano, Commissioner

**BOARD OF COMMISSIONERS OF TRUST FUNDS  
AWARDS MADE FOR 2005 FROM THE  
PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND**

**Organizations:**

Cub Scout Pack 4, Boxford	\$400.00
Cub Scout Pack 41, Boxford	\$400.00
Boy Scout Troop 57, Boxford	\$400.00
Boy Scout Troop 51, Boxford	\$400.00
Boy Scout Troop 35, Hamilton	<u>\$400.00</u>

**2005 Total Payments to Scout Troops      \$2,000.00**

**Two (2) Scholarships for Masconomet**

Kyle Elsabee	Emily Simmons
--------------	---------------

**\$2,000.00**

**Eleven (11) Boxford Scholarships awarded to the following from the  
Perley-Parkhurst-Cole Memorial Trust Fund in the amount of  
\$800.00 each:**

Jeremy Benson	Kathryn Miller
Krista DeNofrio	Christina Nay
Kevin Gleason	Benjamin Patterson
Jared Guerin	David Patterson
Matthew Guerin	John Ricklefs
Kelsey Hendrickson	

**\$8,800.00**

**Four (4) Perley-Parkhurst-Cole Memorial Trust Fund Scholarships  
awarded to the following in the amount of \$500.00 each:**

Jan DeNofrio	Katrina Pardo
Glen Landry	Allison Was

**\$2,000.00**

**2005 Total Payments for Scholarships..... \$12,800.00**

**Grand Total for 2005 Awards.....\$14,800.00**

## GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND

### GENERAL GUIDELINES:

This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:

- To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have completed their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.
- To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.
- To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Commissioners of Trust Funds may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.
- To assist and encourage private or public organizations in the Towns of Boxford and Hamilton, which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as the Commissioner of Trust Funds of the Town of Boxford deem necessary.

2. Any organizations requesting funds must specify that the funds will benefit **ONLY** children from Boxford, or Scout Troops from **BOXFORD OR HAMILTON**. Funds may not be spent on adults at any time.

3. Applications to the PPCMTF should be in the form of a letter to the Commissioner of Trust Funds. Requests for funds will be accepted through March 1 of the award year. The Commissioners of Trust Funds will conduct interviews as necessary through March 1, and will notify all applicants of their award status in late March and April.

Requests received after March 1 will not be accepted, but will be considered for the next award period, providing the request is not withdrawn before the following year, March 1.

Any request, which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.



5. All requests for funds, as well as any questions, should be directed to:

**PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND**  
**Commissioner of Trust Funds**  
**Boxford Town Hall**  
**7A Spofford Road**  
**Boxford, MA 01921**  
**(978) 887-6000 ext. 202**

## **GUIDELINES FOR INDIVIDUALS**

1. The sum of \$2,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:

\$1,000.00 scholarships distributed to (2) students

Scholarships to be paid to the student's post-secondary school in one (1) installment - at the beginning of the first year.

Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship one year. At the end of that year, the scholarship reverses back to the Boxford Trust Fund Commission - to the Perley Parkhurst Cole Memorial Trust Fund.

Masconomet scholarships are to be distributed based on need and academic performance.

**All applicants who are high school seniors at Masconomet, must apply directly to:**

**MASCONOMET SCHOLARSHIP FUND**  
**Masconomet Regional District High School**  
**RFD**  
**Topsfield, MA 01983**

2. A small sum of money will be reserved by the Commissioners of Trust Funds each year to be distributed to Boxford students graduating from private schools, and Boxford High School graduates entering or currently enrolled in the college, junior college, post graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

All individual students applying to the Commissioner of Trust Funds for a scholarship, should submit the following information:

High School Transcript (if you are in your first or second year of college).

Current College Transcripts (all years)

Breakdown of your costs for the school year

Breakdown of your income toward college costs

List of activities, within the Town of Boxford or at your school, which you have been involved in.

The Perley Parkhurst Cole Memorial Trust Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.

## **GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS**

1. Scout Troops are requested to provide the following information:

Leader's name, address and telephone number

Number of Scouts in troop

Number of non-Boxford resident scouts

Specific request for funds: include amount requested, detail of equipment, activity, reason, etc. and date by which funds are needed.

2. Scout Troops are requested to apply individually.

3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.

4. Although the Commissioner of Trust Funds would prefer awards for capital or lasting equipment, they also recognize the need for educational trips which are required for badges and advancement. The Commissioners will take these concerns into consideration in their review of pertinent applications.

Commissioner of Trust Funds

Town of Boxford

Judith F. Carr, Chair

## **CAPITAL BUDGETING COMMITTEE**

The Committee continues to review current capital requests for town meetings. The five year plan capital proposal continues to be an issue of concern to the Committee as the town's financial resources are strained and capital items continue to be delayed. An attempt by the Committee to encourage longer range planning with the Selectmen was rebuffed again. Further attempts will be made this year in order to encourage the Town to think of longer term issues and concerns.

The Committee lost two key, long-term members this year: Bob Conroy and Peter Race. Bob had served on the Capital Budgeting Committee since its inception, and was a fount of information and history that will be hard to replace. Our Chairman Peter Race also resigned after the October Town Meeting as he and his bride moved to Groveland. Peter was chair for 12 years and another source of enormous town knowledge and expertise. He was instrumental in formalizing the current rating system and speaking eloquently and succinctly at Town Meetings. We wish them both the best in their retirements.

Joyce Ricklefs, Vice Chair  
Enid Thuermer  
Pradeep Bhide





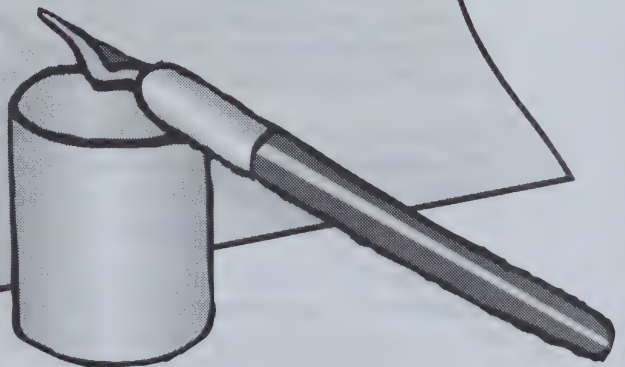
# PUBLIC SAFETY

*Communications*

*Police*

*Fire*

*Animal Control Officer*



## **COMMUNICATIONS DEPARTMENT**

The Communications Department serves the resident of Boxford as the 911 and Public Safety Communications Center handling emergency and non-emergency phone calls and radio communications for the Town of Boxford Public Safety Departments. The Department is staffed 24 hours a day, 7 days a week, 365 days a year by Civilian Dispatchers. Dispatchers answer all calls for the Police Department and Animal Control Officer as well as most calls for the Fire Department and Highway Department (unless a call is made directly to those department offices).

### **Equipment**

In April the Police and Fire Department radio receiver antennae located on the roof at Masconomet Regional High School were relocated to a higher, non obstructed point on the WBMT radio tower at Masconomet. Thank you to the residents of Boxford for approving money for this relocation at the fall 2004 Special Town Meeting and to Glen Walker from Masconomet for helping to coordinate the installation.

Also at the Fall 2004 Special Town Meeting, voters approved funds to relocate the Police and Fire Receivers and antennae from the existing site at the West Boxford Fire Station to the cell tower site off of Essex Street. This relocation should provide significantly better coverage to the northern and central areas of West Boxford that cannot be adequately received by the existing site which sits in a valley between two hills. We are currently working with National Grid and cell carriers on this move.

During the summer our alarm monitoring panel was destroyed by a lightening strike. This panel is used to monitor burglary and fire alarms from all town buildings as well as private residences that are connected to it. We also learned at that time that the previous maintenance contractor for this system was out of business rather suddenly. L.W. Bills has provided a new state of the art monitoring panel at no charge to the Town. Residents interested in connecting directly to the Communications Center can contact myself or L.W. Bills. There is a yearly maintenance fee for this connection.

We continue to look for ways to improve our radio system coverage, performance and quality and appreciate the input from all Departments who rely on these systems.

### **Staffing**

Generally the Communications Center is staffed by a single dispatcher, however we continue to see an increase in workload throughout the years and now try to allow for two dispatchers to be on duty during times of peak activity. These times include high call volume times during burning season, Commercial Vehicle Enforcement activities by the Police Department, and other times such as major storms when we can anticipate high levels of activity. As a dispatcher working

alone during an emergency, we are always aware that the next call we take may be another emergency, therefore we must always be able to handle every incoming call (phone or radio) in a prompt fashion regardless of the call volume. This is the primary reason why having two dispatchers on duty is needed in more and more circumstances.

#### Posting House Numbers

The Communications Department would like to remind ALL RESIDENTS to please **POST YOUR HOUSE NUMBER** in a manner that is visible day or night to any responding emergency units regardless of what direction they may be coming from. This is vitally important to your safety and the safety of everyone in your house. **Please choose LARGE reflective numbers.**

#### Alarm Systems

We would also like to encourage every resident who has an alarm system to provide a list of contact numbers to the Communications Department in the event that we need to reach you regarding any emergency situation that may arise at your home. Alarm update forms can be picked up at the Communications Center on any day of the week at any time. Information provided is used solely by the Communications Department in assisting the Police, Fire and other Public Safety agencies in Town during emergencies.

#### 911

Residents are also encouraged to verify with the Communications Department that the information contained in the State 911 database is correct. To do this, call the Communications Department anytime, day or night, at 978-887-8136, and advise the dispatcher that you would like to conduct a 911 test to verify the correct information for your residence. Provided that the dispatcher is not busy with an emergency call, you will be instructed to hang up the phone, then to dial 911 and stay on the line until the dispatcher answers. You should then give your correct name, address and phone number to the dispatcher so they may verify the information that is displayed at the Communications Center. This should be done for every phone number that you have (not including cell phones), especially if you have a home office, in-law apartment or any other phone line that goes to a specific location in your home (or other building on your property). If you have any questions, please do not hesitate to call.

**As a reminder, 911 is only to be used for an emergency situation. An emergency, as defined by the State 911 Office, is any situation where your call would “SAVE A LIFE, STOP A CRIME, REPORT A FIRE” or for testing purposes as defined above.**

I would like to thank all the Town departments and their employees for their assistance and cooperation throughout the year. I would like to especially thank the Police, Fire, Highway and Animal Control Departments with whom we work together on a daily basis in serving the residents of Boxford.



As a Department Head I am indebted to the work performed on a daily basis by the dedicated dispatchers who serve the residents of Boxford. The following dispatchers were employed during the year 2005: John Bain, Peter Cheverie, Richard Corsetti, Tyler Dechene, Marguerite Decoteau, Ron Dole, Jim Fernandes, Kara Fitzpatrick, Barbara French, Matthew Newman, Michael Powers, Ted Riter, Andrew Ulman and Kathleen Zola.

I would like to welcome our newest dispatchers: Jim Fernandes and Richard Corsetti.

We miss the following dispatchers who have moved on to other jobs or places during the year: John Bain, Peter Cheverie and Matthew Newman.

Statistics for the year are shown below.

Respectfully submitted by,

Warren Gould  
Director of Communications

### 2005 Communications Department Statistics Telephone Calls (Incoming/Outgoing)

Type of Call		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Animal Control	IN	76	78	140	152	242	165	179	176	143	132	150	127	1760
	OUT	33	32	50	67	92	65	67	85	67	62	64	53	737
Ambulance	IN	2	2	0	4	2	0	0	1	1	3	3	2	20
	OUT	23	13	16	27	17	27	18	26	24	28	33	32	284
Communications	IN	360	248	316	302	346	399	355	300	419	308	260	248	3861
	OUT	58	65	67	51	113	62	92	54	69	61	32	77	801
DPW	IN	36	15	29	15	40	15	14	7	9	22	1	18	221
	OUT	16	4	14	11	20	5	7	3	2	14	2	8	106
Fire	IN	242	231	212	1607	162	188	173	229	240	235	198	174	3891
	OUT	36	20	32	16	25	29	42	41	43	43	23	21	371
Alarm Panel	KEL	20	8	27	9	13	27	61	44	15	23	19	10	276
Police	IN	1207	951	1182	1189	1383	1579	1452	1391	1262	1450	1233	1210	15489
	OUT	164	99	126	121	141	182	217	159	150	183	157	158	1857
Wrecker	IN	1	2	7	1	0	3	4	0	0	7	3	3	31
	OUT	30	23	35	13	20	32	23	11	13	9	11	16	236
Walk-in	IN	220	166	207	254	269	319	339	324	235	275	271	300	3179
TOTAL		2524	1957	2460	3839	2885	3097	3043	2851	2692	2855	2460	2457	33120

### Radio Transmissions by month (all Departments)

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Radio	ALL	2769	2167	2542	2028	2703	3347	3408	3064	2636	2915	2720	2862	33161



## **POLICE DEPARTMENT**

The Police Department's activity continued to increase as our community commitment continues to increase. As growth occurs, the quality of services provided by the Boxford Police Department cannot diminish. Our mission is to enhance the police department's ability to provide needed services and to maintain the quality of life that the community enjoys. The Police Department was able to secure several grants to help us reach our set goals to provide these services.

The Department received \$12,000 in a Community Policing Grant from the Executive Office of Public Safety (EPOS). This grant helps fund the operation of our Commercial Vehicle Enforcement Unit as well as the Mobile Data Terminals (MDTs) installed in the frontline cruisers. These units use cellular technology to connect to the Registry of Motor Vehicles files. The Truck unit performs specialized enforcement directed at citing unsafe and overweight trucks operating on our roadways and the MDT allow the officers to query motor vehicle record information without tying up the radio airwaves during vehicle stops. This ability has also led to arrests for outstanding warrants as well revoked operators, thus helping to service the community more effectively.

Officer Thomas Nentwig and Officer Brian Williams are the team members who head up this important highway safety program. This grant might be the last EOPS Community Grants we will receive due to new guidelines used to award grants. The Department also received \$6,500 as its portion of an EOPS Homeland Security Preparedness grant shared with our Fire Department to purchase needed equipment.

The Governor's Alliance against Drugs was unable to fund the Drug Abuse Resistance Education Program (DARE) due to revenue shortfalls at the state level. The DARE program continued with residual monies received in a prior year and monies received from the Boxford Elementary School's Parent Teacher's Organization (PTO). Without a state grant, there is no funding. Our DARE program would end at the close of the school year if not for the efforts of the PTO. I commend The PTO and Officer Susan Longo for her tireless commitment to the DARE Program since 1991.

The Boxford Police Domestic Violence Unit continues necessary intervention services in domestic abuse situations. Lieutenant Hazelwood leads this unit comprised of officers John Iannazzo, James Riter and Susan Longo. These officers receive extensive specialized training. A member of this unit is always available should intervention be necessary.

Officer James Riter continues in the role of Juvenile Officer and School Resource Officer working closely with the Essex County District Attorneys office in administrating the Juvenile and Youthful Offender Diversion Programs.

Lieutenant Paul M. Bates, Jr. retired in October after serving the Town of Boxford for more than thirty-three years as an officer. We wish the Lieutenant well in his civilian endeavors.

As Chief of Police, I extend my appreciation to the residents of Boxford, the Board of Selectmen and all other boards, committees and departments for their continuing support and cooperation.

Gordon A. Russell  
Chief of Police

### Police Department Statistics 2005

Abandoned 911	63	Message Delivery	12
Accident – Injury	48	Missing Person	8
Accident – No Injury	167	Motor Vehicle Stop	1,428
Alarm – Fire	118	MV Stop – Commercial Vehicle	4
Alarm – Police	649	Noise Complaint	44
Animal Complaint	105	Offenses Against Family/Children	1
Assault – Simple	5	Officer Wanted	191
Assist Agency	47	Operating Under Influence	3
Assist Other P.D.	107	Parking	184
Assist Person	140	Phone Calls	23
Civil Complaint	6	Police Information	36
Disabled Motor Vehicle (DMV)	279	Prisoner Transport	1
Disorderly	1	Property Check	646
Disturbance – Gathering	5	Protective Custody	3
Disturbance – General	8	Prowler	1
Disturbance – Guest	2	Psychological Aid	5
Disturbance – School	0	Recovered Stolen MV	0
Domestic	31	Reported Death	1
Drug Violation	2	Repossessed MV	3
Embezzlement	1	Restraining Order Served (209A)	6
Escort	8	Sexual Offenses	0
Fire Call	95	Summons Served	23
Forgery	2	Suspicious Activity	359
Found Property	33	Threat to Commit Crime	9
Fraud	24	Traffic Complaint	175
General Service	68	Trees/Wires/Etc.	153
Harassment	14	Trespass	16
Housebreak	9	Vandalism	101
Larceny	42	Warrant Arrest	11
Littering	15	Weapons Violation	1
Local Ordinance	74	Welfare Check	79
Lost Property	25		
Medical Aid	245	Total Incidents	5,969

## **REPORT OF THE BOXFORD FIRE DEPARTMENT**

The Boxford Fire Department is pleased to make the following report to the citizens of Boxford.

The Fire department responded to a total of 722 incidents in the year 2005, of which 268 or 37% were emergency medical related. The Department responded to 89 motor vehicle accidents.

The Boxford Fire Department applied for and was awarded three public safety grants from the Commonwealth of Massachusetts, Department of Fire Services, and the Department of Homeland Security.

1. U.S. Department of Homeland Security, Federal Emergency Management Agency.

The Boxford Fire Department requested and was awarded \$33,525.00 for the purchase and installation of a new self contained breathing apparatus (SCBA) fill station compressor for the filling of our SCBA air bottles during and after fires as well as other hazardous incidents and throughout our fire department training sessions. The Town of Boxford was fortunate to be awarded funding for this project. The compressor has been installed and operating out of the West Fire Station.

2. United States Department of Agriculture's Forest Service for Volunteer Fire Fighter Assistance through the Department of Conservation and Recreation awarded the Boxford Fire Department with a \$4,000.00 matching grant. With this finding the department purchased a new pump to replace the damaged pump for our community's only brush truck. The new pump has doubled the capacity of the old pump allowing us to do a quicker and more effective extinguishment of fires.
3. Commonwealth of Massachusetts, Executive Office of Public Safety.

The Boxford Fire Department was awarded \$3,017.29 for funding through the Student Awareness of Fire Education or S.A.F.E. program provided by Governor Mitt Romney and the Massachusetts State Legislature. The purpose of this grant is to provide students with the knowledge base to recognize the dangers of fire, including the fire hazards that smoking related materials pose. This funding is used to purchase teaching materials and especially training our fire fighters to teach fire and life safety education.



## **Exploring: The Young Adult Division of the Boy Scouts**

### **Explorer Post 911**

The Boxford Fire Department continues to support and sponsor Post 911, Fire/Rescue Explorers, under the direction of Fire Fighter Michael Powers, assisted by Tyler Dechene, Thomas Ash, David Carnevale and Captain Al Beardsley . The objective is to provide teenagers between the ages of 15 and 18 with an opportunity to learn and work as a team to develop leadership skills. The goal is to prepare participants to become members of the Boxford Fire Department and in turn become more involved with their community. If you would like more information on the valuable program, please call (978) 887-5725.

### **Boxford Fire/Rescue Explorers Post 911 2005 roster**

Chief Jon Dyer	Tom Droste
Deputy David Carnevale	Nick Beardsley
Captain Hannah Pierce	Joey Perkins
Captain Mike Devlin	Megan Brown
Lieutenant Shaun O'Brien	Paul Ostrow
Lieutenant Drew Brown	Eugene Plimpton
Spencer Matthews	Dave Grant
Connor McNulty	Barry Grove
Abbie Rosen	Adam Fisher
Sean Merrigan	Tasha Noveletsky
Sam Allyn	Erica Skinner

## **Fire Prevention**

### **Carbon Monoxide and Smoke Detectors Save Lives**

Proper placement of detectors is providing homeowners with quick notification and response in fire and life safety situations throughout our community. If your home or business does not have carbon monoxide or smoke detectors or should you have any questions regarding their proper placement or operation, you may contact our Fire Prevention Division at (978) 887-5725. We would be pleased to answer any questions you might have. We will also install battery operated detectors for senior citizens in Boxford.

### **Boxford Firefighters Gift Fund**

The Boxford Fire Department, through the Boxford Firefighters Gift Fund, was the recipient of many memorial gifts in 2005. We continue to receive gifts donated in the memory of family members and friends. These funds, along with other generous gifts donated throughout the year, allow us to purchase life saving medical and fire fighting equipment not usually covered in our annual budget. Donations to the Boxford Fire Fighters Gift Fund are always welcome and appreciated, as the ultimate beneficiaries are the residents of Boxford.



## Prevention Statistics

### 1. Number and Type of Inspections Performed:

Oil Burner/Oil Tanks	22
Propane Tanks	40
Smoke/Heat Detectors	119
Underground Storage Tank Removal	2
Above Ground Tank Removal	9
Other	5

### 2. Number of Smoke/Heat Detector Permits Issued for New Construction and/or Renovation

27

### 3. Number and Type of Field Inspections of Public and Commercial Buildings:

Summer Camps	5
Kennels	2
Commercial	10
Churches	11
Municipal	14
Schools	21
Miscellaneous	15

### 4. Fire Reports Issued:

Burned Car/Truck Reports	9
Insurance Company Requests	13

### 5. Fees Collected:

Burning Permits (730 permits)	\$ 7,300.00
Blasting Permits (1 permit)	\$ 50.00
Smoke Detector (137 permits)	\$ 6,850.00
New Homes/Additions and Fire Prevention Inspection Fees	\$900.00
<b>Total Fees Collected</b>	<b>\$14,150.00</b>

## 2005 ALARMS

Type of Alarm	Count
Still	1
Structural	3
Electrical – Inside	6
Electrical – Outside	22
Heating	7
Appliance	4
Cooking	13
Vehicle Fire	13
Vehicle Accident	81
Vehicle Medical	2
CO Detector Alarm	12
Brush, Grass, Woods	19
Investigation – Smoke in House	5
Investigation – Smoke in Area	21
Investigation – Other	62
False Alarm – Home	95
False Alarm – School	14
False Alarm – Other	32
Mutual Aid	19
Medical Aid	268
Cellar Pumping	2
Miscellaneous	20
Water Rescue	1
<b>Total Incident Count</b>	<b>722</b>

## **BOXFORD FIRE DEPARTMENT PERSONNEL**

### **Chief Perkins, Peter C.**

Captain Stickney, Kerry C.  
Lieutenant Hertel, Richard J.  
Lieutenant Stickney, Shawn G.

Captain Beardsley, Albert B.  
Lieutenant Lavery, Edwin J.  
Lieutenant Corthell, Robert E.

### **Firefighters**

#### **East**

Cargill, William R. (Resigned 6/2005)  
Carnevale, David J.  
Cheverie, Peter J.  
Dechene, Tyler  
Ferraro, Michael F.  
Foster, Kevin C.  
Gould, Warren E.  
Lincoln, Connor A. (Resigned 7/2005)  
Nee, Thomas F. Jr.  
Newman, Matthew C.  
Philbin, John C.  
Rowen, John A.  
Smallman, Kyle A.  
Stickney, Steve A.  
West, Robert G.  
Zolla, Kathleen (Resigned 7/2005)  
Geiger, Brian  
Geiger, Michael  
Greelish, Daron  
Hertel, Brian

#### **West**

Aghoian, Tamara  
Balding, Mark  
Benas, Jill  
Bissell, Alfred E.  
Campbell, Stephen J.  
Campbell, Susan  
Gould, Alan  
Holland, Peter  
Lucey, Alexander  
Madden, Michael P.  
Madden, Wendy C.  
Powers, Michael J.  
Prescott Hopping, Lynne  
Rakip, Patricia (Resigned  
11/2005)  
Salie, William E. III  
Yako, Michael A.

### **Career Firefighters**

Lieutenant Beardsley, Gregory C.  
Ash, Thomas J.

### **Account Clerk**

Janine Fatyol

## **Promotion**

Gregory C. Beardsley was promoted to the rank of Lieutenant on July 14<sup>th</sup>, 2005. Greg has been a member of the Boxford Fire Department for ten years and working the past five years as a career firefighter for the Town of Boxford.

## **Graduation**

Chief Perkins is pleased to announce the completion and graduation of seven members of the Boxford Fire Department from the Department of Fire Services. Graduating from Firefighter 1/11 PLUS RECRUIT TRAINING CLASS #008 on Thursday July 7<sup>th</sup> from the Massachusetts Firefighting Academy are Firefighters Tamara Aghoian, Daron Greelish, Brian Geiger, Michael L. Geiger and Brian R. Hertel.

## **Training Report 2004**

Fire training in the Boxford Fire Department is segmented into multiple areas. In years past, we have viewed training as having two segments, that which covered firefighting related topics and that which covered topics dealing strictly with emergency medical issues. However, as the lines between fire and emergency medical services have become more transparent we initiated an approach to deliver training that covered both areas on almost any given training session. Fire training takes place every Monday night from September into June for sessions lasting two to three hours weekly. Topics covered included hazardous material recognition and identification, safety, brush fires, self-contained breathing apparatus, hose handling and more. At a more formal level, the Boxford Fire Department has signed on with the Massachusetts Firefighting Academy having our firefighters trained by the professional staff of the Fire Academy at the Firefighter I/II level free of any cost to the town. Firefighter I/II is a nationally recognized standard of professional certification being adopted statewide where the Mass. Fire Academy comes to the county to train fire personnel in all aspects of the fire service. After four very intensive months of training that took place two to three days a week, we were pleased to formally graduate the following firefighters in July: Tamara Aghoian, Daron Greelish, Michael Geiger, Brian Geiger, John Philbin, John Rowen and Brian Hertel. This brings the level of certified Firefighter I/II personnel to eleven which is over 25% of the department. Congratulations to all for the commitment to bring professional training standards to Boxford.

Another critical training program delivered by the Mass. Fire Fighting Staff was NIMS. Known more formally as the National Incident Management System, NIMS is a standard incident management package, developed by FEMA nationally, to allow for the managing of large-scale emergency incidents. Captain Al Beardsley is the only certified instructor for NIMS in the Boxford Fire Department and was part of the Mass. Fire Academy staff that came to Boxford and other cities and towns in the Commonwealth to deliver this management package to fire, police, D.P.W and school administrators. All Boxford fire



personnel are now certified trained to help in handling large-scale incidents should a major event occur in our borders. If you would like to learn more about the Boxford Fire Department fire training call Captain Al Beardsley at (978) 887-5725

### **Open House**

The annual Fire Department Open House was held on September 10, 2005, and was again a well attended event. Captain Al Beardsley has served as organizer for this event every year for the past fourteen years and this year's Open House included numerous informational tables, interactive displays and demonstrations. Our two most popular events during the Open House are the S.A.F.E. House and auto extrication. Residents attending the day were treated to an up close demonstration of the "Jaw-of-Life" on two occasions during the day. As the demonstrations were conducted, a fire department member explained the step-by-step process needed to extricate someone from a wrecked auto. The S.A.F.E House (also called the Student Awareness of Fire Education trailer) is always a big hit for kids and adults alike. Constructed like a trailer home, we have the ability to introduce artificial smoke inside the house creating a very real-life like smoke condition. We can then teach kids and adults what to do and how to safely escape should a fire hit your home. There also is a phone where people can learn how to dial 911 and speak to a fire dispatcher and a TV to view educational films on fire safety. Thanks go out to members of the Boxford Fire Department, Fire Explorers Post 911 and to the Masconomet Regional High School for providing community service students that helped throughout the day. The Open House is a wonderful way to see the equipment the Fire Department uses and a way to meet the men and women that serve on your Fire Department. Look again for this event to take place in September. In the mean time, if would like to tour the Fire Stations and meet our firefighters please call (978) 887-5725 during business hours Monday through Friday and speak with an on-duty firefighter about coming by. We would enjoy meeting you!

### **Boxford Residents - Call Firefighters Needed**

The Boxford Fire Department is seeking interested individuals over the age of 18, and in good health, to become active members on the Boxford Fire Department. Surprisingly enough our department is comprised of mostly residents of the town, your neighbors, who give unselfishly of their time to come to the aid of their fellow neighbors. Our members are professionals at their regular jobs in such fields as advertising, banking, construction, consulting and nursing, but all share a common goal in life. That goal is to help others. If you are interested in becoming a member of the Boxford Fire Department or just want more information call Chief Stickney at (978) 887-5725 or stop in at the East Fire Station, 6 Middleton Road.

The Fire Department appreciates the support of all Town Boards, and work daily with the Communications, Inspectional, Police, E.M.S and Department of Public Works. I especially want to thank the fire fighters, and the officers of our department, for their endless dedication. These are the people who make our department the best in the area.

I will be retiring from the Boxford Fire Department at the end of January, 2006 ending 45 years of service to the Town of Boxford.

Boxford Fire Department Employment History as listed:

Firefighter	January 19, 1961
Lieutenant	1969
Captain	1971
Deputy Chief	July, 1982
Massachusetts Certified Emergency Medical Technician	1990
Chief (Call)	January, 1993
Chief (Career)	July, 1994

Respectfully submitted,

Peter C. Perkins, Chief



## ANIMAL CONTROL OFFICER

Sasha, Ghost, PussKitty, Tux, Tye, Blue, Jake, Salsa, Little Puss, Katie, April and Burt are among the animals who have passed through the Care, Custody and Control of Boxford's Animal Rescue this year. They represent, for Boxford, an explosion of dropped off, found, abandoned and otherwise unclaimed animals with which we and the extremely helpful staff at Weloset-Best Friends Kennel have dealt this year. There have been others, as well, cats specifically, who have unfortunately not made it to adoptive status due to having tested positive for Feline Leukemia and/or Aids, making their immediate euthanasia a regrettable but sad necessity.

The number is certainly not enormous compared to larger communities or larger rescue operations, but it represents a disturbing and unprecedented increase in numbers for this community. Previously, if we saw one to three adoptions a year we considered it a "normal" caseload. One possible explanation in my opinion, is that we are known as an affluent community and we may have become targeted because the types of persons who would take the rather thoughtless and under involved solution to their specific animal problems by dropping off, or abandoning their pets may well assume that due to our perceived affluence, anything released in our vicinity will get a good home. Luckily for the hapless victims of this mindset, the offending miscreants are usually correct. We are essentially a no-kill operation with only two to three animals who have ever been destroyed, due either to unworkable temperament or extreme health problems, with the noted exception of the HIV/Leuk Positive cats as mentioned.

Taking in strays with which we have no history is a huge guessing game. We have no idea of behavior, hidden health concerns, vaccination histories and any number of various problems we may be undertaking. A quick checkup at the designated town veterinary facility, currently Ipswich Animal Hospital, Route One in Rowley, run by Dr. Matt Callahan DVM, gives us some benchmarks as to basic health and condition and the all important Rabies shot for the protection of all persons who may come into contact with these prospective adoptees. Obviously, temperament and suitability are sometimes hard to assess at first contact as these lost souls are disoriented, frightened, sometimes footsore or injured and they do not have even the small comfort of being called by their given names which are of course unknown to us. The sense of loss varies with each animal but it is poignant and oftentimes very acute and to those of us who work with them, heartbreaking to see. Dogs particularly, often have that touted unconditional loyalty to someone quite undeserving and you can see each time you visit their kennel that look of expectation hoping to see a familiar face. Fortunately, most respond quickly to the kindness and care provided by the kennel staff, who go out of their way to make the lost and disenfranchised feel wanted. This also usually brings out rather quickly the personality traits and habits we need to assess in order to get them to new adoptive homes.



One of the unfortunate phenomena we have experienced in this cluster of animals is the group of three pit bulls who have come our way. Fortunately, these specific animals seem to be good natured, and one has been adopted already. The other two have had one or two “auditions” but even with good nature, they have been returned or passed by due to their high energy levels, lack of suitability to join other dogs in a household or very importantly, the obvious ongoing public perception of pit bull hysteria and phobia. Add to that the very serious problem of insurance liability with policy carrying companies who refuse to write coverage on a house with specific breeds such as Pit Bulls and approximately 10 other breeds and you have a very complicated and long-term adoptive process. All of these issues add to the town expense of carrying and maintaining high risk animals who should at least have a chance at placement if they present well as individuals.

We have no ready solution to this new problem presented to the Town of Boxford. We network as best we can with other towns to share available dogs’ information. I am somewhat hindered in this regard at present, as I work on an ancient slow personal computer without benefit of Internet in my home. If one Animal Control Officer needs a smaller dog for a client, perhaps we have one; if another ACO needs a specific personality or even age in a dog, we try to check with one another to share the pool of animals available. We are fortunate that Weloset-Best Friends is extremely compassionate and will help us by keeping animals far longer than the mandatory 10 day state requirement. This is largely why we have been so fortunate in our placements. They also have a “cat room” and have helped in placing several felines this year. Their support is invaluable and we cannot readily function without it. It will bear watching in the next few years to see if there is an increase in our strays and any attendant budgetary considerations. Each of the animals named at the beginning of this report was vetted, most were required to be spayed or neutered and brought up to date on basic shots. Cats had to be tested as noted. We receive a “shelter discount” for these services thanks to the excellent cooperation we receive from our designated Veterinarian, Dr. Callahan, but with increasing numbers, these amounts still add up to substantial total expenditures and holding to careful dispensing of our resources becomes ever more an issue and a concern.

I should also mention the fine job our Police Communications Center Personnel do in recording incoming calls for missing animals. Under the direction of Communications Director Warren Gould, there is a new computerized logging system for all Animal Control Calls and incidents and in addition to the “Lost Animal Book” every effort is made to see to it that every reported missing or strayed animal is noted. They are an invaluable resource. It should be noted that information is only as good as the quality of the descriptions given to be recorded. It is amazing to see the strange permutations which we sometimes must untangle concerning breed type, size or even color when animals are reported. Sometimes we are hindered by this poor information and have even told owners we have not heard or seen their animal when in fact we have it, all due to skewed definitions from an informant and the subsequent incorrect



recording. Usually, further questioning or “detective” work provides us with enough information to make a quick match up and return many animals to their owners with a minimum of delay.

The best aid to the quickest return of a dog to its owner is the wearing of a legally mandated dog tag! Microchips are fine and Animal Control has all three varieties of Chip Scanners, which recognize Home Again, Avid and the New Crystal ID implants but nothing beats the easily readable Town of Boxford yearly license with its corresponding number which can be instantly checked against a frequently updated computer list generated by the Town Clerk. Owners of dogs on Electronic Fences should punch a hole away from the Electronics Box on their dogs’ collars and affix Town Tags to avoid violations and fines. Cat owners who do allow their cats outside (at great risk from coyotes and other predators), should try to use stretchable safety collars and incorporate a name or Rabies Tag I.D. to make notification quicker and easier. Cats must have valid Rabies shots but are not licensed at this time in Boxford.

Owners should be very aware that all dogs must be licensed and must be wearing a Town of Boxford Annual Year tag under Mass. General Laws Chapter 140, Section 137 as issued by the Town Clerk each January. Those cute little plastic colored name tags some people affix to collars to get their dogs home can be helpful but they are not legal and they will not be honored as proof of Legal Registration, and they will only buy the owner a fine under Mass. General Laws Chapter 140, Sections 137 or 141 of \$25.00 for noncompliance and will delay the return to the owner until proof is obtained or a license, if missing, is obtained from the Town Clerk, with possible attendant late fees. We also have small percentage of dog owners who upon hearing of a late fee at the Town Clerk’s office, refuse to license because they don’t want to pay a late fee. Obviously, the situation can be avoided by reading the annual census mailed by the Town Clerk which incorporates a form for automatically registering a dog for the new year. There is not if and or but about the legality of this process. It is a State Law that dogs be licensed in the town they reside in. It is just as legal, definitive and valid as the requirement for a Driver’s License. It can be taken to court via Citation and prosecuted. Dogs with delinquent owners do not get their dogs back without licensing and payment of all dues fines! Lapsed Rabies Certificates during the course of a licensing year are punishable under MGL Chapter 140-Section 145B with a fine of \$50.00. It is a critical owner responsibility to keep dogs’ Rabies shots up to date for personal and public protection. Dogs without valid Rabies Vaccinations if picked up will not be released without being updated and fined.

The above information is provided to help you understand some of the work and parameters of Animal Control functions and enforcement. Full copies of all Mass. General Laws can be obtained at the Town Clerk’s Office or through Animal Control. Help us to better help you and your pets. Support our Adoption Program if you are in the market for an animal. Remember, we welcome contribution to our Animal Control Gift Fund – Town of Boxford. Thanks to Weloset-Best Friends Kennel, Boxford Police & Communications Department,

Dr. Matt Callahan, Ipswich Animal Hospital and to Assistant ACO Reed Wilson.  
We appreciate timely articles through the Village Reporter.

Respectfully submitted,

H.L. Phillips, Animal Control Officer  
Town of Boxford

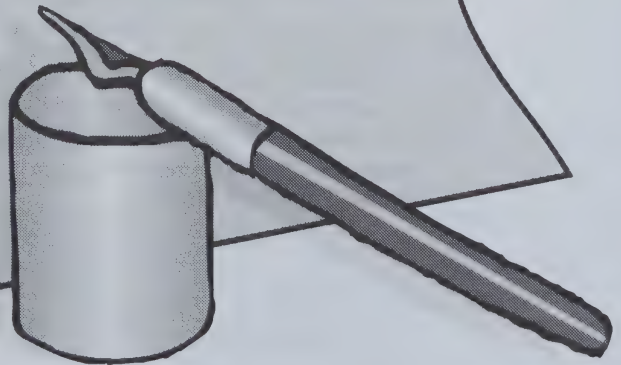
# EDUCATION REPORTS

*Trustees of the Boxford Town Libraries*

*Elementary School Report*

*Masconomet Regional District High School*

*North Shore Regional Vocational  
School Committee*



## **LIBRARY TRUSTEES REPORT**

2005 was a very busy year for the Library Board and staff. The most exciting event took place in July when we were notified that the Boxford Town Libraries received a \$2.4 million grant for library renovation. The year was spent in preparation for the Fall Special Town Meeting. However, residents defeated the warrant article to continue plans to renovate the Main library. The Library Trustees spent the final months of the year reflecting on the resident's position and deciding direction for 2006. What follows are highlights from the Trustees' monthly board meetings.

### **January**

- ✓ The proposed FY06 budget was submitted to the Town's Finance Director.
- ✓ Remediation work for the mold found in the basement of the Main Library under the children's room and in the basement of the Cummings house commenced January 10<sup>th</sup>. Additional work will be planned in the future.
- ✓ Trustees on Long Range Plan Committee planned meetings and discussed priorities for the plan which must be submitted to the MBLC by October.

### **February**

- ✓ The Trustees instructed Library Director, D. Giarrusso to cut \$500 from the proposed FY06 Library budget.
- ✓ The two Village Library mold remediation projects were completed.
- ✓ The Library Construction Grant written by D. Giarrusso was submitted to the Massachusetts Board of Library Commissioners on Feb. 9<sup>th</sup>.
- ✓ Trustees started planning for May Town Meeting presentation to request funding to continue renovation/expansion plans for the Main library.

### **March**

- ✓ Stuart Saginor attended the meeting to clarify the Habitat Project and feasibility study for an affordable housing site next to West Branch Library.
- ✓ The Trustees requested the Historic District Commission to designate the former Morse School, now the home of the West Library, an historic site. This designation will assist the Trustees as they request Community Preservation funds to renovate the West Branch Library basement meeting room.
- ✓ The Board waited to hear from the Selectmen regarding their recommendation to move our May Town Meeting article for \$700,000 to a special Fall Town Meeting.
- ✓ D. Giarrusso reported that a Planning Advisory Committee consisting of members of the community will be formed in order to begin the process of preparing the Library's long-range plan.
- ✓ After research, B. Messenger reported that the library board is responsible for the building and land of the Main library, but only for the building of West Branch library.
- ✓ The Board had a cordial meeting with the Historic District Commission about the Library's renovation/expansion plans; since there are no formal



plans for the HDC to view and vote upon, it was suggested that there was no need to meet again until the library construction grant is received and further details are available.

- ✓ J. Dempsey, Assistant Director, resigned to become the Director of the Hamilton-Wenham Library.
- ✓ Library Trustees approved a policy regarding services to Decertified Libraries and their residents.

#### April

- ✓ The Board worked with the Community Preservation Committee to prepare a warrant article to reconstruct the basement and perform needed maintenance on the West Branch library building.
- ✓ D. Giarrusso was working on a comprehensive plan and cost estimate for making the West Branch library ADA accessible.
- ✓ The Board discussed its own nominating process. D. Price noted that the Nominating Committee members had tried to recruit a Chair who best can make the Trustees a cohesive working group; deal with sometimes inflammatory issues; and who is a good public speaker. The Board then discussed how to proceed with the nominating process.

#### May

- ✓ B. Messenger inquired about the process for the long-range plan. D. Giarrusso is planning 3 advisory committee meetings to be completed by the end of June and will inform the Board of the meeting dates. S. Ryan will be asked to attend the meetings when available in order to take minutes.
- ✓ The Board in conjunction with the Community Preservation Committee determined that the West Branch Library renovation and maintenance article will be passed over at Town Meeting because it became apparent that any work done will trigger an ADA upgrade of the West Branch, and we need more time to work on costs.
- ✓ Laura Zalewski accepted the position of Assistant Director and began work.
- ✓ D. Giarrusso distributed an updated draft ADA Implementation Plan, including a timeline with cost estimates. D. Giarrusso stated that she will need the Board's approval of the plan and a direction to proceed in before applying for variances through the MA Architectural Access Board.

#### June

- ✓ J. Glesmann asked for input on the draft Library Facilities Building Committee charge. Glesmann, S. Daley and D. Giarrusso drafted the charge, using information from surrounding communities, and what has been done in Boxford in the past. Discussion about whether to have one or two committees to deal with the needs of both libraries followed.

#### July

- ✓ D. Giarrusso received notification that the Boxford Town Libraries received the \$2.4 million library construction grant they had applied for

from the state. The trustees commended her on this achievement. Discussion then focused on preparation for the Fall Town Meeting, at which time the Board will ask the Town for money to fund the Project Manager and architect, and for their continued support of the project.

- ✓ D. Giarrusso continued working on a cost overlay comparing the costs of the basement work and the ADA work that must be done with the end result being a more accurate cost estimate of the total project. The assessed value of the building is an important fact to know as the building value combined with the dollar value of the work to be done combines to determine when the ADA requirements must go into effect.
- ✓ L. Greenstein moved to hire a market researcher to collect data to enable us to determine our options as the Board moves forward with the Main and West Branch library renovations.

#### August

- ✓ A. O'Brien reported that the Selectmen were very receptive to helping the trustees with the building project. Their advice was to have 1 building committee, with a sub-committee for the West project, due to limited volunteer resources in the town. The Selectmen would be happy to appoint people from town boards to be on the building committee, but that decision and the number of people are up to the trustees to decide. Trustees then discussed the composition of the building committee.
- ✓ The Trustees approved separate policies on Nepotism and on Advertising for Services, Products and Individuals.

#### September

- ✓ D. Giarrusso reported that the Selectmen approved the acceptance of the Falk property as a town gift at their meeting on 9/6/05. Alan Benson is drafting a formal request (for approval by the Library trustees) that it be put on the warrant for acceptance at the Fall Town Meeting.
- ✓ A policy on Art Exhibits and Displays was approved by the Board.
- ✓ C. Bouthot drafted the Warrant article for Special Town Meeting requesting Town appropriation to continue the renovation/expansion project.

#### October

- ✓ A. O'Brien introduced Anne Larsen of the Massachusetts Board of Library Commissioners (MBLC) who discussed information about the grant process with the Board.
- ✓ The Board discussed whether to move forward with the Special Town Meeting warrant article. J. Glesmann moved that trustees pass over Warrant Article 16 as it was written for 10/25/05 Town Meeting at Town Meeting. The motion was seconded, but failed at the vote of the Board. The Warrant Article would go forward at Town Meeting as written.
- ✓ D. Giarrusso reported that Sally Sprague had made provisions for the Library in her will. The Library received donation from Sally's estate in the amount of \$19,236. There are no restrictions on the gift and Trustees will consider what they would like to do with the generous donation.

- ✓ The October Town Meeting was postponed due to weather, but the vote for the debt exclusion could not be postponed. Trustees prepared an amendment to the Warrant Article to reduce the request for money to a maximum of \$50,000 for further design development of the building as proposed within the Library Building Program. The Board discussed funding options based on the recommendations of the Selectmen and the Finance Committee prior to Town Meeting.

#### November

- ✓ The vote for the debt exclusion for the library project took place on 11/01/05 without the Trustees having had an opportunity at Special Town Meeting to educate the residents about the importance of the library building project. The vote was defeated at the polls.
- ✓ Anne O'Brien presented the need for improved library services and expansion at the Special Town Meeting held on 11/15/05. The warrant article was defeated.

#### December

- ✓ Trustees discussed their options following the defeat at Town Meeting of their amendment to the warrant that proposed design funding to pursue smaller size on Boxford Village site. Trustees expressed a desire to ask the Selectmen and Finance Committee if they have a formal proposal regarding the library before we move forward. Selectmen have said that they support library expansion, but were opposed to the recent specific proposal.
- ✓ The consensus of the Board was that it is time again to focus on the maintenance needs of the existing library buildings to bring them into repair. Many maintenance and repair items were placed "on hold" pending the Main library renovation/expansion project moving forward.
- ✓ J. Glesmann reported on the Habitat for Humanity presentation that she, A. O'Brien and C. Barendsfeld attended on 12/7/05. S. Saginor will attend the January meeting in order to discuss Trustee reactions and concerns regarding the project.

#### **Library Trustees**

Anne O'Brien, Chair, 2007  
 Christine MacNeill, Vice Chair, 2007  
 Susan Daley, Secretary, 2006  
 Christine Barendsfeld, 2008  
 Charles Bouthot, 2006  
 Jeanette Glesmann, 2008  
 Linda Greenstein, 2006  
 Stefanie Lowe, 2007  
 Jack Milmoie, 2008

#### **Library Administration**

Diane Giarrusso, Director, MLS  
 Laura Zalewski, Assistant Director, MLS  
 Josh Kennedy, Children's Librarian, MLS

## **2005 LIBRARY STATISTICS, Selected**

### ***Circulation***

Materials borrowed at the libraries	77,061
Materials sent to other libraries	11,547
Materials received from other libraries	11,914

### ***Number of Materials Owned By the Libraries***

Books	64,526
DVD/Video	3,182
Audio (Music and Books)	2,487
Subscriptions	214
Museum Passes	14
Online Databases available in libraries or via any computer with Internet access	20

### ***Services***

Hours open/week at Main/West Branch	53/31
Children's programs offered/attendance	163/2,851
Adult and teen programs offered/attendance	25/249
Internet usage in the libraries	1,902

### ***Interesting Fact:***

For local dollar spent on the Library's budget in 2005, the residents of Boxford received \$3.60 in services—what a bargain!



## **SCHOOL COMMITTEE REPORT**

### **School Committee**

Elizabeth Leary, Chairperson	Term Expires, 2006
Charles Killam, Vice Chairperson	Term Expires, 2008
John Adams	Term Expires, 2006
Kim Holliday	Term Expires, 2007
Pamela Messenger	Term Expires, 2008
Nate Levenson	Term Expired, 2005

### **School Committee Operation**

The Boxford School Committee meets once per month with a formal agenda (3rd Thursday) and at least once per month for a working session, throughout the year. Typically, meetings are held at Cole School. All meetings are posted at Town Hall and are open to the public as described in the State Open Meeting Law.

The School Committee has all the powers conferred on it by state law and must perform those duties mandated by the state. Its responsibilities are varied, but relate primarily to policy determination. Some of the duties of the School Committee include:

- |                                       |                           |
|---------------------------------------|---------------------------|
| *Preparation of an annual budget      | *Program evaluations      |
| *Approval of curriculum and materials | *Planning school services |
| *Collective bargaining                | *Public relations         |

While the School Committee acts directly as the policymaking body relative to general educational policy, it does not operate in a vacuum. The School Committee actively seeks the counsel and support of the administration, staff, School Councils, PTO, parents and the community. This input is generated through written and verbal communication within the school community, and working closely with other Town Boards and committees. Additional information about the School Committee and its operation as well as the Cole and Spofford Pond Schools can be found on the school district web sites at [www.boxfordschools.org](http://www.boxfordschools.org) and [www.tritownschoolunion.com](http://www.tritownschoolunion.com).

Individuals and groups wishing to address the School Committee at a meeting may do so as part of the agenda under "Remarks from the Public" or contact the chairperson by telephone or in writing.

## **Milestones and Achievements**

In May, Mr. Nate Levenson completed six years of service on the School Committee. Pamela Messenger was elected to a three year term on the School Committee.

In June, Mrs. Maureen Berman retired as the Principal of the Harry Lee Cole School having completed an outstanding career as an educator including eleven years at the Cole School. She was recognized with a citation from the Board of Selectmen and a day in her honor on June 8, 2005.

Liz Shepard, the Director of the Spofford Pond Band, retired after fifteen years of service to the instrumental music program. During her tenure the program grew dramatically in terms of student presentation. The band performed many concerts and special programs including many appearances with the Pawtucket Red Sox, an annual Senior Citizens Concert and Luncheon and the Boxford Memorial Day Parade.

Twenty staff members celebrated five-year anniversaries of service in our schools. Five-year service pins were presented to Lesley Gibson, Joyce Rains, Diane Vasapolli, Dorothy Patch, Cynthia Bray, Deborah MacCauley, Loren Sennott, Dona McDuff, Sharon Lyons, Elizabeth Larivee and Betsy Mudgett. Ten year pins were presented to Kim Suther, Maureen Cronin, Deborah Stone, Diane Harutunian, Arlene Price, James Turner and Penny Herbert. Terry Marcille and Bernard Creeden were recognized for their twenty five years of service to the Boxford Elementary Schools.

## **Strategic Planning/District Goals**

### **MISSION STATEMENT 2004**

The mission of the Boxford Elementary Schools is to maintain a learning community based on developmentally appropriate objective standards that: respects the individual and collective needs, similarities, and differences of all of its members; and challenges its members to engage in a continuous process of learning; thus enabling them to reach their intellectual, social, emotional, and physical potential.

### **CORE VALUES 2004**

**High Expectations for Academic Excellence:** All students strive for a high level of academic achievement. Our schools provide educational opportunities that challenge students to their individual potential while encouraging all students to take academic risks and engage in critical thinking. All school staff members are dedicated to the consistently high level of performance necessary to support our students' academic achievement. The hard work by students and staff necessary to achieve these goals is expected, recognized and celebrated.

**Personal Integrity:** Consistent honesty, respect and personal responsibility regarding all our words and actions are fundamental principles. The common bonds within the school community are expressed through mutual cooperation, empathy and support.

**Clear and Consistent Curriculum Implementation:** Equitable learning opportunities for all are provided through an academic curriculum, which is clearly understood by all and consistently implemented, to meet grade level benchmarks.

**Welcoming Environment:** All members of the community strive to make our school environment safe, nurturing and welcoming so as to foster the achievement of our shared Mission and Core Values. The connections between the schools and the Boxford community are valued and continuously renewed.

## **DISTRICT GOALS 2004-2007**

**Goal #1: Academic Excellence-** All students will achieve to their academic and personal potential.

**Goal #1A: Academic Excellence-** All students will achieve their academic and personal potential in Mathematics as measured by local assessment measures and the Massachusetts Comprehensive Assessment System.

**Goal #2: Clear Consistent Curriculum** – Curriculum will be implemented consistently within each grade level.

**Goal #3: Learning Needs of Children-** All children will have the opportunity to learn in ways that match their abilities and needs.

**Goal #3A: Personal Integrity and Hard Work-** All children, staff, and parents will experience a supportive learning community that recognizes, respects, plans for and rewards personal integrity and hard work.

**Goal #4: Welcoming Environment-** All children, staff, parents and community members will experience a friendly, supportive and respectful environment in our schools.

**Goal #5: Physical Plant and Space Needs-** All students, staff, parents and community members will work in schools that are well maintained and that provide acceptable space for all approved programs.

**Goal #6: Staff Recruitment and Retention** – A plan will be developed to address future needs regarding the recruitment, development and retention of teaching and leadership personnel.



## School Management

Principals are responsible for the daily operation of each school. Each school has an Assistant Principal as well. The responsibilities of school-based administrators include curriculum implementation, instruction, personnel matters, student issues and the physical plant. School Councils are in place in each school. Members include the principal, parents (elected), teachers (elected), and a community member (appointed by the principal). The role of the School Council is to advise the principal on areas of school improvement. Meetings are generally held on the second Monday of each month and are open to the public.

The Superintendent is appointed by the Tri-Town School Union Committee (Superintendency Union 58). The School Union Committee jointly employs the Superintendent (PK-6), Business Manager, Director of Special Education, and Director of Facilities and Operations as well as the secretarial and bookkeeping staff of the Central Office. The Superintendent acts as the Chief Executive Officer of the School Committee in the operation of the schools. In February of 2004 the Tri-Town School Union offices were relocated to the Aaron Wood Building on the campus of the Harry Lee Cole School.

## School Enrollment, October 1, 2005

	PS	K	1	2	3	4	5	6	Total
Harry Lee Cole School	(63)*	107	131	140					378
Spofford Pond School					131	155	121	141	548

**DISTRICT TOTAL**

**926**

\* An Integrated Pre-School program was established at Cole School in September, 1997. Sixty-three students are enrolled in this program. These students are not included in the 926 official October 1, 2005 enrollment total. The PreSchool is a tuition based nearly self-sustaining program.

## Fiscal Management

The School Department operating budgets for the years 2004-2005 and 2005-2006 approved at the Annual Town Meeting are as shown in the table below:



Category	FY 2005	FY 2006	FY 05 to FY 06 Increase/ Decrease	FY05 to FY 06 Percentage Increase/ Decrease
Total Salaries	\$5,457,102	\$5,759,536	\$302,434	5.54%
Instructional Materials and Textbooks	\$ 192,160	\$ 197,074	\$ 4,914	2.56%
Equipment	\$ 32,769	\$ 36,353	\$ 3,584	10.94%
Professional Development	\$ 72,686	\$ 83,770	\$ 11,084	15.25%
Regular and Special Education Transportation	\$ 442,826	\$ 426,627	(\$ 16,199)	-3.66%
Utilities	\$ 227,173	\$ 240,181	\$ 13,009	5.73%
Operations and Maintenance of Facilities	\$ 150,770	\$ 141,589	(\$ 9,181)	-6.09%
Special Education Tuition and Services	\$ 244,155	\$ 266,224	\$ 22,069	9.04%
<b>TOTAL</b>	<b>\$ 6,819,641</b>	<b>\$ 7,151,553</b>	<b>\$ 331,912</b>	<b>4.86%</b>

### **Educational Reform: Massachusetts Comprehensive Assessment System**

As Educational Reform in Massachusetts heads into its thirteenth year, school district accountability continues to be at the forefront of the reform effort. The Boxford School Committee goal is to increase the number and percentage of our students achieving at the Advanced and Proficient Levels in each grade and in each subject tested. The Department of Education has rated each school district and school in terms of its performance and improvement over the past two years. Detailed information about the School District Accountability System Cycle III ratings including determinations regarding the requirement to achieve Adequate Yearly Progress (AYP) under the federal No Child Left Behind (NCLB) law can be found on the Massachusetts Department of Education web site, which can be reached through a link on our school district web site.

The Massachusetts Comprehensive Assessment System (MCAS) now includes the following areas and grades:

Grade Three:	Reading
Grade Four:	English Language Arts, Writing and Mathematics
Grade Five:	Science and Technology, History and Social Studies
Grade Six:	Mathematics

The School Performance Index was introduced for the 2003 MCAS Administration. Performance points are awarded to a school or district for each student in the MCAS test group during the rating period. The goal is for each school and district to achieve a Composite Performance Index of 100 by the year 2014.

**Third Grade** students participated for the fourth time in the Reading examination in March of 2005. Our third grade students ranked # 34 out of 328 districts in the state in 2005. Results for our students for the first five years are presented in the following table:

<b>GRADE 3 READING</b>					
<b>PERFORMANCE LEVEL</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
<b>PROFICIENT</b>	82	86	86	86	81
<b>NEEDS IMPROVEMENT</b>	17	14	12	13	17
<b>WARNING</b>	1	0	2	1	2
<b>PERFORMANCE INDEX</b>	NA	NA	94.7	95.8	93.8

**Fourth Grade** students participated in the eighth administration of the required Massachusetts Comprehensive Assessment System (MCAS) in May. Students were tested in Mathematics and English Language Arts. Our composite performance in Mathematics ranked #18 out of 328 districts statewide and in English Language Arts we ranked # 19 on a statewide basis. Results for our students by levels of performance are presented in the tables below:

<b>GRADE 4 ENGLISH LANGUAGE ARTS</b>					
<b>PERFORMANCE LEVEL</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
<b>ADVANCED</b>	4	9	9	13	9
<b>PROFICIENT</b>	66	62	64	56	65
<b>NEEDS IMPROVEMENT</b>	28	30	26	27	25
<b>WARNING</b>	1	0	1	3	1
<b>PERFORMANCE INDEX</b>	NA	NA	90.0	89.4	90.9

GRADE 4 MATHEMATICS					
PERFORMANCE LEVEL	2001	2002	2003	2004	2005
ADVANCED	14	10	20	25	28
PROFICIENT	33	45	35	40	43
NEEDS IMPROVEMENT	47	39	44	32	26
WARNING	7	5	1	3	2
PERFORMANCE INDEX			84.2	87.4	90.9

**Fifth Grade** students participated in Science and Technology examination for the third year. Our overall performance placed the Spofford Pond School students at #19 on a statewide ranking of all participating school districts.

GRADE 5 SCIENCE AND TECHNOLOGY			
PERFORMANCE LEVEL	2003	2004	2005
ADVANCED	42	50	25
PROFICIENT	45	41	54
NEEDS IMPROVEMENT	10	8	19
WARNING	2	1	2
PERFORMANCE INDEX	95.5	97.1	93.3

**Sixth Grade** students were administered a Mathematics examination. Students were asked to respond to both multiple choice and open-ended performance questions designed to measure mastery of learning standards contained in the State Curriculum Frameworks. Our students' overall performance ranked # 4 on a statewide basis. Results for the five years of the Grade 6 MCAS are presented in the table below:



GRADE 6 MATHEMATICS					
PERFORMANCE LEVEL	2001	2002	2003	2004	2005
ADVANCED	21	19	31	39	40
PROFICIENT	43	49	35	39	48
NEEDS IMPROVEMENT	28	25	44	19	10
WARNING	8	8	1	3	2
PERFORMANCE INDEX	NA	NA	84.2	90.8	90.9

### Curriculum and Program Development

The Boxford Elementary Schools maintain web sites which contain detailed information about our ongoing initiatives in curriculum, instruction and professional development. These web pages can be located at [www.tritownschoolunion.com](http://www.tritownschoolunion.com) and [www.boxfordschools.org](http://www.boxfordschools.org)

### Special Education

School districts are mandated by state and federal laws to provide special education services to those students with a special need who require support in order to make effective educational progress and to ensure that these services occur in the least restrictive environment.

As of October 2005, there were 147 special needs students in the Boxford Elementary Schools including thirty-four at Cole, eighty-two at Spofford Pond, four in out of district placements and twelve preschoolers. The percentage of Boxford students (Pre-Kindergarten through 6th grade) receiving special education services is approximately 13.5%, which is approximately the same as in October of 2004. The Early Childhood Excel Program (ECEP) was initiated at Cole School this past year to meet the needs of a number of children who have responded to more intensive language based program.

The District is deeply committed to an inclusion philosophy pursuing effective ways to integrate all our children into regular education settings. We have also expanded the use of an inclusive Co-Teaching Model which combines the strengths of a classroom teacher with those of a special educator to provide intensive instruction in the regular education classroom setting at Spofford. This structure enables us to provide the most appropriate instruction in the least restrictive setting possible. In addition, Boxford has affiliations with the Greater Lawrence Educational Collaborative and North Shore Consortium to provide specialized support services to low incident special needs students and serve as a resource to address special education issues, and for professional development.



## **Closing Statement**

The School Committee has endeavored to maintain a focus on teaching and learning directed towards increased student achievement in a standards based environment. We appreciate the support of the community in achieving our stated goals.

Respectfully submitted,

Elizabeth Leary, Chairperson  
Charles Killam, Vice Chairperson  
John Adams  
Kim Holliday  
Pamela Messenger

## **MASCONOMET REGIONAL SCHOOL DISTRICT**

To the Citizens of Boxford, Middleton, and Topsfield:

The School Committee is pleased to report to the residents of the Tri-Town area that, despite rising enrollment and increasing expenses, coupled with limited fiscal resources, the Masconomet Regional School District continues to maintain its history of academic achievement. Our students' standardized test scores, athletic awards, success in gaining admission to prestigious colleges and universities, achievements in the arts, and contributions to the community through service are just some of the measures of Masconomet's success. The impact of our financial challenges can be measured by increasing class sizes, limitations in course offerings, and high fees for sports and activities. This report highlights how the ongoing challenges have been addressed and the positive changes that occurred in 2005.

As we developed a budget for last year the District worked diligently to comply with the 5% budget increase cap imposed by the Finance Committees of the three towns. The increase in our operating budget provided by the Towns (totaling \$1 Million) only covered the substantial increase in our medical insurance premiums (\$700,000) and additional special education costs (\$366,000).

The recommendations from two task forces influenced the development of the budget for FY 06. As a result of the work done by task force on outsourcing, the District realized substantial savings by outsourcing cleaning services and establishing the framework for a long needed preventive maintenance plan. The FY06 budget contained a reduction of \$154,446 in Buildings and Grounds area. Another school committee task force developed a capital improvement plan. This plan will allow the District to predict and plan for ongoing capital expenses.

Other initiatives designed to improve services and streamline costs included a reorganization of the Special Education Department, resulting in a reduction of 1.2 positions, and a reorganization of the Business and Computer Education Department, resulting in a savings to the district through the redesign and reclassification of two positions.

Masconomet experienced another year of increased student enrollment. Since 1994, the number of students has increased by 60%. Staffing has not kept pace, and class sizes in some subject areas have grown considerably. Cuts in staff made in the 2003-2004 school year (40 employees in all, including 13.88 teachers) have contributed to this problem. Enrollment increased this year by a total of 78 students. The budget was too tight to allow for more than the addition of the equivalent of 2.3 teachers spread across the major subject areas, and this was accomplished by reducing the budget in other areas. Class sizes remain problematic, particularly at the high school level in the Honors and Advanced Placement courses. With enrollment projected to increase again at the High

School in the coming year, managing class sizes to promote effective learning is one of our highest priorities.

Masconomet welcomed a new principal in the Middle School and a new Science Department Head for the District. Also, after a year of planning, the Mathematics department introduced a new program for all middle school students. This new program provides in-depth coverage of the State's Learning Standards with an emphasis on number sense and algebra.

This FY 06 budget saw the continuation of user fees for student parking, issuance of transcripts, athletics, and co-curricular activities. Although the School Committee established as one of its budget priorities the desire to reduce the burden on parents by lowering user fees, the best that could be done was to hold the line on most fees and absorb the increase in transportation costs for athletic and co-curricular activities.

The Business Office has accomplished the goals of reorganization to ensure there is segregation of duties, adequate checks and balances, and an appropriate level of staff with the expertise and skill level required to perform the work. Masconomet has also implemented several policies and procedures to assure greater internal controls and compliance with governmental regulatory requirements. All of these measures resulted in a very successful audit by an outside auditing firm.

We would like to take this opportunity to thank the taxpayers for their continued support of our endeavor to provide quality education and services for our children.

Betsy L. McGinnity  
School Committee Chair

## **NORTHSHORE REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE**

**Amelia P. O'Malley, Superintendent-Director**

### **Merger Study**

In **December 2004**, Senator Berry filed further legislation which called for the merger of the North Shore Technical High School and Essex Agricultural & Technical High School, defining both a **Temporary Oversight Board** and the governance structure of the new school district. It further defined the procedure for existing members to vote for the merger, and included a requirement for the School Building Authority to report on the conditions necessary to facilitate the opening of the school. The Temporary Oversight Board members were **named in 2005** and to date, have met six times. We are presenting awaiting another \$250,000 to complete the feasibility study.

### **Administration**

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee and oversee the daily operation of the school.

### **Enrollment**

Student enrollment as of October 1, 2005 was 458. Students cite the interpersonal relationships with teachers, counselors, and administration, and the vocational programs as the reasons for application. There continues to be a shortage of space for classrooms, shop areas, the library and the cafeteria. In addition, an auditorium is needed.

Students participate in programs in Automotive Technology, Carpentry, Commercial Art, Collision Repair, Cosmetology, Culinary Arts, Electrical, Information Systems Technology, Graphic Arts, Health Technology, Machine Technology, Marketing and Information Systems and Masonry.

### **Curriculum**

MCAS mathematics test scores continue to improve. Students who took the test for the first time in May 2005, improved the passing rates yet again: 75% (2003), 82% (2004, and 86% (2005). Significantly, students scoring the higher scores bands continued to increase: 35% Proficient (an increase of 27% from 2004) and a markedly impressive 16% Advanced (up from 12%).

The Social Studies Department continues to work on the new standards for their discipline. Last year, the American History curriculum (from the colonial period to 1860) was introduced to sophomores. This was a change from the world history course that was previously offered. This year, ninth grade students will study world history, while sophomores and juniors will each study American history. Teachers have been working on the second part of the course (from 1860



to the present) which will be offered to juniors. Both courses reflect much revision and adherence to the new state frameworks.

### **School Council**

The School Council is an organization of faculty, parents, students and business community representatives who meet with the Principal every six weeks during the school year to review programs and activities at North Shore Tech. The Council examines the school budget, student handbook and extra curricular activities. They advise the Principal and suggest changes in programs and curriculum. During the meetings the Council hears from school staff members who present information about specific areas of instruction or school activities. The School Council's members are very active throughout the school year and have strongly supported our "Up All Night" graduation celebration for the past five years.

### **General and Program Advisory Committees**

Twice a year each vocational/technical program has a meeting to discuss suggestions for revisions and updates of equipment and curriculum. The advisory committees include representatives of local business and industry related to each vocational craft. At the meetings instructors of our vocational/technical programs seek suggestions as to how to improve their programs to better prepare our students to enter the workforce in their career area. These meetings are beneficial in keeping our school aware of the latest innovations, equipment and technology used in industry. The Fall 2005 meeting was very important in that the committee members validated the Massachusetts Curriculum Frameworks for each vocational program.

The General Advisory Committee consists of one member from each of the Program Advisory Committees and the school Principal. This committee makes recommendations to improve industrial standards in each vocational program to the North Shore Tech School Committee. The General Advisory Committee will meet in December 2005 and will discuss the Vocational Curriculum Frameworks and how to deliver each strand to our students.

### **Vocational -- Service Cluster**

The Career and Technical programs are currently re-evaluating their curriculums to ensure that they reflect the Massachusetts Vocational frameworks, which are currently being validated throughout the state. At our recent Program Advisory Meeting committee, members were asked to evaluate the frameworks and their comments are being sent to the Department of Education. Our goal is to ensure that our Career & Technical programs are meeting the needs of our students, parents and the business community.

A focus for the Career and Technical areas this year will be to ensure that our students:

- ◆ Understand the importance of safety in the trade
- ◆ Skilled in their technical areas

- ◆ Knowledgeable of the importance that their academic subjects play in their success
- ◆ Have an understanding of the role technology in their field
- ◆ Awareness of the importance of management, entrepreneurship and employability skills

### **Culinary Arts**

We continue to welcome our senior citizens from throughout the district and encourage them to take advantage of the services offered. We suggest that they make an appointment in our cosmetology department and then stay for lunch our focus is "Spend the Day at the Tech" (a day of food and beauty). The Culinary Department is also involved in additional community service activities and will be helping with the food at "The Jolly Jaunt" a Special Olympics event.

### **Vocational – Technical Cluster Carpentry/Masonry**



Junior and senior carpentry and masonry students have collaborated on several on and off campus projects this year.

The first project completed was a masonry structure to house an antique bell at Veterans' Park in Beverly. The park is located between Park and Rantoul streets across from the post

office. The bell is used to honor veterans during ceremonies on holidays.

### **Electrical**

The Electrical Program is the newest addition to the Technical Cluster. The program is being phased in with a regular schedule of exploratory students during B-week and a small group of sophomores during A-week. A program advisory board has been established and met at the fall meeting on October 20<sup>th</sup>. The Chapter 74 approval process should be completed at the beginning of the 2006-2007 school year.

### **Technology**

A project based curriculum was developed and implemented for all freshmen within their science classes in order to effectively integrate technology curricula that align with the Instructional Technology Standards within the Massachusetts State Frameworks, the National technology standards, and the Massachusetts

Career and Technical Education Cluster Strands for Underlying Principles of Technology. An online assessment tool was developed for use as a pre and post test to ensure that all freshmen students are introduced and gaining access to the technology standards.

### **Special Education Department**

There are approximately 191 students at North Shore Technical High School who have been identified as having special needs; they represent 42% of the general student population. Programs and services are provided and administered by a staff comprised of a director, a coordinator, thirteen (13) special education teachers, a speech/language pathologist; a Wilson certified reading teacher, a psychometrist, five instructional aides, and one secretary.

### **Athletic Department**

The Boy's Basketball team (10-11) reached the State Tournament again for the second year in a row. Jesus McKinney was named league MVP and went over the 1000 point mark in his career.

The Girl's Basketball team (11-10) qualified for the state tournament for the first time ever. A great showing was put on by a still young squad. With all but one player returning from the varsity squad, the 05/06 season looks good.

Indoor Track had a turnout of twenty-nine athletes.

The spring of 2004 saw the Softball team winning another league championship and advancing into the State Tournament. The Baseball team was in a rebuilding year and once again had no home field to play or practice on.

The Girls Volleyball won another league championship and advanced to the semi-finals of the North Sectionals in the MIAA State Tournament. Pina Phay was voted the league MVP for the second year in a row.

The Soccer team maintained good numbers this year with a complete junior varsity schedule. Many practices and some junior varsity games were played on the Essex Aggie field.

The Co-op program with Essex Aggie continues to be very successful. The bond developing between the athletes from both schools is wonderful to witness.

### **Adult Education**

Adult Evening Education at North Shore is a self-supporting program that offers more than sixty (60) vocational-technical classes that enhance the professional and personal lives of the adult members of our community. The Program serves nearly **one thousand adult** students participating in a wide variety of courses. Popular fields of study include: computers, health, construction, welding and machine technology, culinary, automotive, business and personal finance. A number of courses have state approval for professional and trade license preparation.



The Adult Education Program continues to enjoy a reputation of providing quality vocational-technical education to a demanding client that faces an ever-changing work place. We have an ongoing effort to provide competitive and progressive programming; our course offerings are continuously reviewed for either updating, or modification, and we research the local market for new offerings.

### **Business Office**

The Department of Revenue has certified the amount in our unencumbered excess and deficiency funds/surplus revenue available July 1, 2005 at \$349,615.

### **Funding Issues**

The Fiscal 2007 Budget preparation is currently in process and will be presented to the District's Finance & Property Policy Sub-committee in February and subsequently to the District's School Committee. At this point, we have not received any financial data pertaining to fiscal 2007 from the Department of Education.

### **Financial Issues**

#### Septic system

On July 28<sup>th</sup> the District School Committee voted to incur debt up to \$350,000, for the purpose of paying the costs of reconstruction and extraordinary repairs to the septic system. We are still in the design stage and anticipate the work to be completed over the summer.

#### Salem Retirement Assessment

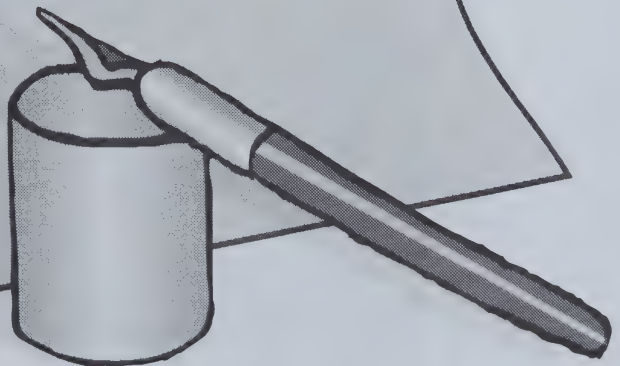
Our fiscal year 2006 assessment from the Salem Contributory Retirement Board has increased from \$102,635 to \$247,171 a \$145,536 increase. According to the retirement board, a number of factors contributed to the increase. The main factors were the unfunded liability, early retirement incentive and increased payroll. We have requested the maximum assistance of \$100,000 through the foundation reserve (pothole) funds. We hope to be awarded some funds to alleviate some of the burden on the budget.

### **North Shore Regional Vocational School District Committee**

Beverly	Mr. Dean Porteous	Marblehead	Mrs. Marcia Sweeney
Boxford	Mr. Michael Crowe	Middleton	Mrs. Ellen Weitzler
Danvers	Mr. Russell Fravel	Nahant	Mr. C.J. (Neil) Foley
Essex	Mr. George Harvey, Chair	Rockport	Vacancy
Gloucester	Mr. Joseph Parisi, III	Salem	Mr. Thomas St. Pierre
Hamilton	Mr. David W. Ketcham	Swampscott	Mrs. Mary Marrs
Lynnfield	Dr. Paul Anderson	Topsfield	Mr. Richard Darrah
Manchester	Mr. Joseph Sabella	Wenham	Mr. William O. Nichols
by-the-Sea			



DEPARTMENT  
OF  
PUBLIC WORKS



## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works continues to serve the Town in our capacity as maintainers of the 126 miles of beautiful rural roads in our community. The Parks Department strives to keep Boxford's athletic fields in good condition during the active outdoor athletic season. Throughout the year we are dedicated to providing our residents the best of service within our capabilities.

The current DPW garage facility was built in 1971. It does not provide the space needs for the staff and equipment, nor does the facility meet modern building code requirements. A new DPW Building Committee was organized this year by the Board of Selectmen to investigate the construction of a new garage which will serve the Town's DPW needs not only for near term, but also for the next 25 years. It is the intent of the Committee to locate the new facility within the boundaries of the Town owned property on Spofford Road and near the current facility.

The Department receives grant monies each year from MA State Chapter 90 Fund to make paving improvements to Town roads. This year these funds amounted to \$253,000. In addition to this, the Town appropriates \$200,000 from the Capital Improvement budget for the same purpose. In 2005 improvements to Town roads were accomplished in the following areas:

1. Depot Road
2. Pond Street
3. Ipswich Road
4. Main Street
5. Sunshine Drive
6. MacDonald Drive

Town Meeting in October 2005 approved the purchase of a tractor with a brush cutter attachment. When this new equipment finally arrives in 2006, the DPW will proceed to cut back the brush on the shoulders of the roads by committing one full time operator to the task. Because the shoulder brush is very dense, we anticipate that the initial pass throughout the Town will take approximately two years to complete. Thereafter, brush cutting will continue as a yearly maintenance routine. As much of the shoulder brush cutting had been done with a four man crew of DPW workers to date, we anticipate that this new equipment will allow the DPW to reallocate labor to other road and drainage projects.

Some of the yearly maintenance items that the DPW provides are as follows:

1. Street sweeping after the winter sanding operations
2. Cleaning and repairing storm water catch basins
3. Trimming and cutting trees
4. Road line painting
5. Maintenance of road drainage culverts

1. Resolving beaver dam problems throughout the wetland areas in Town
2. Snow and ice removal

### **DPW EMPLOYEES**

John C. Dold, PE  
Peter Durkee  
Robert Dole  
David Noyes  
Eric Wendell  
Myron Ricker III  
David Waterhouse  
David Longo  
Eujennie Fatyol

Superintendent  
Parks Foreman  
Foreman  
Lead Operator  
Equipment Operator  
Equipment Operator  
Equipment Operator  
Equipment Operator  
Account Clerk

Respectfully submitted,

John C. Dold, PE  
Public Works Superintendent







# HEALTH & INSPECTIONS

*Board of Health*

*Health Agent Report*

*Animal Inspector*

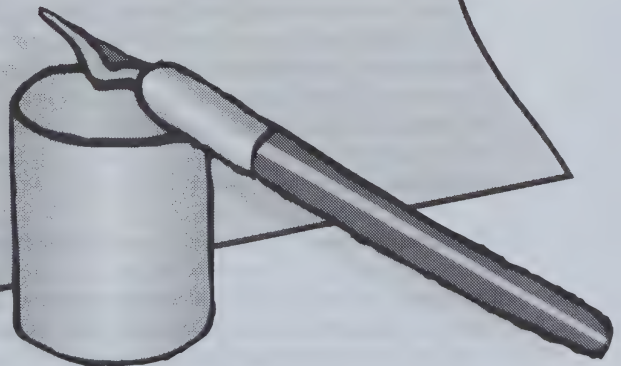
*Building Inspector*

*Plumbing & Gas Inspector*

*Wire Inspector*

*Sealer of Weights & Measures*

*Visiting Nurses Association*



## **BOARD OF HEALTH**

The Board of Health regulates private septic systems, food service establishments and summer camps, waste disposal issues for horse stables; provides approvals for construction of private water supplies; manages town trash collection, and hazardous waste collection day; funds elderly health care and immunization clinics; and handles issues of contagious and reportable disease. Our meeting place is the Boxford Town Hall at 7A Spofford Road on the second and fourth Wednesdays of each month at 7:30pm. We invite you to attend and contribute to our meeting. The Board held 16 meetings in 2005 to address these issues.

### **MEETINGS**

#### **HEARINGS**

##### **Septic Systems**

The Board of Health held 40 variance hearings on upgrades of failed septic systems.

##### **Wells**

The Board of Health held 2 variance hearings for well permits.

##### **Beaver**

The Board of Health held 5 hearings for Emergency Beaver permits

#### **REGULATION 1-03 PROPOSED CONSTRUCTION PROJECTS ON SPOFFORD ROAD TOWN LAND**

The Board of Health had a Public Hearing for Regulation 1-03, which did not result in a passed regulation. Plans for a Youth Center and a new DPW garage have been brought to the attention of the Board therefore Regulation 1-03 needs to be reviewed. A letter has been sent to the Selectmen about the future building projects at the Landfill. The Board has concerns and would like the consultants for any project on the Town owned land on Spofford Rd. meet with them.

#### **EASTERN EQUINE ENCEPHALITIS AND WEST NILE MOSQUITO BORNE DISEASE**

##### **What are the mosquito borne diseases of concern in Boxford?**

EEE or Eastern Equine Encephalitis is a rare but serious viral disease with a 20% fatality rate. Survivors of EEE are nearly all left with neurological damage. West Nile Virus (WNV) is new to the USA, but it is spreading. Fewer people become seriously ill from a WNV infection, but for those with a serious response there is a 10% fatality rate. Humans get these diseases from the bite of a virus-carrying mosquito.

##### **Why are these diseases a problem in September, rather than earlier in the year?**

Because EEE and WNV build and spread within the mosquito population through the summer, late summer and early fall is the time of greatest concern. Only hard frost will end the threat for the year.

### **Why was the EEE and WNV concern greater in 2005 than in previous years?**

In 2005 there were 4 human cases of EEE reported in Massachusetts including two fatalities. Historically, human cases of EEE have occurred on the South Shore and the Cape. To our knowledge, there have not been occurrences of positive EEE tests of mosquitoes north of Boston, let alone of humans during the 19 years prior to 2005. However, in 2005 Georgetown, Amesbury, and Newbury all had occurrences of positive EEE tests on mosquitoes. Also, Ipswich, Rowley, and Swampscott had occurrences of positive WNV tests on mosquitoes. Haverhill had a case of EEE in a horse. Even more surprising is that there were positive EEE tests on mosquitoes in New Hampshire as far north and inland as Bow and Andover. In addition, there were five human cases of EEE in New Hampshire, including the first fatality attributed to EEE ever in Newton, just northeast of Haverhill.

EEE and WNV are in the mosquito population on the North Shore and mosquitoes respect no town boundaries.

### **Has EEE ever been an issue in Boxford, Topsfield or Middleton?**

Yes. Unfortunately, in the last serious episode of EEE (1955 to 1956) Boxford did have one EEE fatality in a child.

It should be noted that sampling and testing of mosquitoes for EEE or WNV have not been conducted in either Boxford or Topsfield. On the other hand, sampling and testing in Middleton and Danvers have not yielded a positive for EEE or WNV.

### **What has been the response of neighboring towns?**

The response was changing daily in September, but from talking with officials from Newbury, Georgetown, Ipswich and Haverhill, the following actions have been taken:

**Georgetown, Newbury:** All school children were given information sheets on EEE and how to protect oneself; local cable and newspapers were notified to inform people how to protect themselves so as to minimize exposure to mosquitoes. All outdoor activities, in public areas were halted (including at Georgetown High and Triton) while the towns performed an all-town spraying of pesticides to kill mosquitoes.

**Ipswich:** Ipswich did the same, but they used their police reverse 911-phone system to warn all citizens of the mosquito threat and planned spraying.

**Haverhill:** The public health doctor in Haverhill suspended all outdoor activities on public land until the mosquito borne disease threat had passed. Mass DPH is sampling and testing mosquitoes. The City Council will not authorize town-wide spraying. The Board of Health modified the outdoor sports prohibition. Elementary school recess periods were indoors.



**Merrimac:** Merrimac is doing the same as Haverhill: it banned outdoor sports, except with a signed parental waiver. All elementary school recess periods remained indoors.

**Andover:** Andover has a program of larvaecide in the spring, and tests mosquitoes throughout the season.

### **What action did the Boxford Board of Health take?**

The Boxford Board of Health met with school and recreation officials and the Selectmen to discuss the issue and provide recommendations. The school and recreation officials informed their populations to take precautions to avoid mosquito bites: stay indoors at dawn and dusk, cover the skin with clothing, use DEET mosquito repellents. The Selectmen worked with the Council on Aging to communicate these warnings to seniors. The elementary school officials agreed to monitor the playgrounds during recess and use precautions in shady areas and watch for the presence of mosquitoes. The high school agreed to warn and work with coaches to keep student athletes alert and protected.

### **What should we do in the future?**

The Board of Health is planning to ask the 2006 Spring Town meeting to consider re-joining the Essex County Mosquito District. The BOH would work to create a management plan that would include larvaecide spraying with bacteria that eats larvae in the spring in wet areas around public places, like school grounds, and playing fields. These areas would be monitored for mosquitoes and those mosquitoes would be tested for EEE and WNV during the mosquito season. Then if the diseases show up in Boxford the BOH would have a basis for an informed active response.

## **STABLE PERMITS**

The Boxford Board of Health is required by State Law to issue permits for stables where equine animals are kept, and to promulgate regulations pursuant to issuing those permits. However, the fee for such permits is to be set by Town Meeting such fee is limited by state law to no more than \$40.

Over the course of 2005, the Conservation Commission debated its role in the Board of Health process of issuing and renewing Stable Permits. Stable Permits set controls on such things as the storage and removal of manure. Manure storage areas are required to be certain distances from property lines, wells and wetlands.

During 2005, the Conservation Commission decided not to review the applications for Stable Permits for the Board of Health prior to the issuance or renewal of the permit by the Board of Health. In response, the Board of Health took the decision to have the Health Agent review the site and site plan prior to issuance or renewal of a stable permit, and if in the assessment of the Health Agent there is a question of inadequate setback from a wetland, the Board of Health would require the Stable Permit Applicant to make an official filing with



the Conservation Commission to determine the correct delineation of the wetland.

### **WASTE MANAGEMENT CONTRACT**

The Town is in the third year of a four-year contract with JRM Hauling and Recycling for trash and recycling collection, which became effective July 1, 2003 for Fiscal Years 2004 thru 2008. The Board recommended increasing the trash sticker price from \$2.00 to \$2.50 per sticker. The increase will be presented at Town Meeting in the Spring of 2006.

### **LANDFILL**

#### **Certificate of Completion for Closure for the Boxford Landfill**

The Town is continuing to address deficiencies outlined by the Massachusetts Department of Environmental Protection with the intention of securing the Certificate of Completion later this year.

### **TITLE V SEPTIC REPAIR BETTERMENTS**

Over the life of the program, from 1998-2003, twenty (20) loans were made to homeowners for use in repairing or replacing out-of-compliance septic systems. Of those, 14 have been paid off in full and currently 6 loans remain outstanding. As of June 30, 2005, \$89,530.57 is the outstanding amount of all betterment loans to be repaid by homeowners over the next 18 years.

### **40B DEVELOPMENTS**

The Board reviewed two significant 40B developments in 2005, Shaven Crown Hill and Endicott Road. In both cases, the Board informed the Zoning Board of Appeals that the Board had serious concerns about the impact of the proposed developments on water quality and the environment.

The Shaven Crown Hill 40B development was a resubmittal of a previous plan, which was rejected by the ZBA and the Department of Environmental Engineering. The resubmittal was again rejected.

The Board has notified the ZBA of significant, unanswered questions regarding the public water supply and septic treatment system proposed for the Endicott Road 40B. Primary concerns are, and remain, the problems in establishing a protective Zone I and Zone II radius around the proposed well field; and historic data suggesting that the proposed area for the septic system is very close to groundwater levels. While the ZBA approved the Endicott Road 40B Comprehensive Permit, the Board considers that the plans for the well and septic system are incomplete.

### **AFFORDABLE HOUSING**

The Board reviewed a number of proposals for new affordable housing units in Boxford, including units in 40B developments, units on Town land, and the possible use of accessory apartments as affordable units. In all cases, the Board made it clear that while it supports affordable housing, the Board will not compromise existing septic system and well regulations to build such units. These regulations are critical in protecting the quality of Boxford's groundwater, wetlands, and ponds, as has been shown in a number of Town studies over the past 20 years.

### **SPOFFORD POND SCHOOL**

The Board was closely involved in review of the purported contamination of the Spofford Pond School well with perchlorate. Perchlorate at levels greater than 25 parts-per-billion may have negative health effects, especially in children. The Board questioned the conclusion of the Department of Environmental Protection that the well was the source of the contamination. This was because the testing was only conducted on the drinking water after passing through the treatment system. No testing had been done on the raw water from the well. It was the Board's belief that the likely source of contamination was related to the process used for periodic flushing and cleaning of the treatment system used to remove iron, manganese and other chemical parameters from the raw water.

Upon the suggestion of the Board, the raw well water was tested and found to contain no perchlorate. Further, an investigation of the cleaning process of the well water treatment system identified that the perchlorate contamination originated in the cleaning solutions used for the system. The cleaning process and materials have now been changed and all traces of perchlorate have been removed from the school water.

### **BOARD OF HEALTH PERMIT FEES**

A survey of 20 neighboring towns was conducted comparing permitting fees. After a review of the survey at the July 27, 2005 Board of Health Meeting the members made a motion to increase the permitting fees. All increases will take place immediately.

	<b>EXISTING FEE</b>	<b>NEW FEE</b>
INSTALLER PERMIT	<b>\$75</b>	<b>\$100</b>
INSTALLERS TEST	\$0	\$0
HAULERS PERMIT	<b>\$75</b>	<b>\$100</b>
WELL PERMIT	\$100	\$100
DCSP PERMIT-NEW	<b>\$200</b>	<b>\$400</b>

	<b>EXISTING FEE</b>	<b>NEW FEE</b>
DSCP PERMIT-REPAIR	\$100	\$100
SOIL TEST – NEW	<b>\$100</b>	<b>\$300</b>
SOIL TEST – REPAIR	<b>\$50</b>	<b>\$75</b>
FOOD PERMIT	<b>\$75</b>	<b>\$150</b>
FOOD REINSPECTION	<b>\$0</b>	<b>\$50</b>
RESIDENTIAL KITCHEN	\$25	\$25
CATERER	\$50	\$50
TEMPORARY CATERER	\$5	\$5
MASSAGE THERAPY	\$100	\$100
MASSEUSE	\$40	\$40
TITLE 5 REPORT	<b>\$0</b>	<b>\$75</b>
SEASONAL FOOD	\$75	\$75
RECREATIONAL CAMP	<b>\$50</b>	<b>\$75</b>
STABLE PERMIT	\$10	\$10

### **SPECIAL MEETINGS**

The Board Members actively participated and attended meetings pertaining to the Health and Welfare of the residents of Boxford: Salt Remediation with the Mass Highway Department, Housing at the Landfill with the Department of Environment and Affordable Housing and 40B Projects.

### **MEMBERS AND STAFF**

#### **BOARD OF HEALTH STAFF**

The Board of Health employed Kendell Longo as Health Agent and Roberta Cody as Administrative Assistant/Assistant Health Agent.

The Health Agent, Kendell Longo, attends a monthly bioterrorism preparedness meeting which supports local public health authorities in the development and expansion of their existing infrastructure by providing resources to be used as determined by the coalition for public health preparedness and response needs. Activities undertaken by the regional coalitions with these funds must be in accordance with the Critical Capacities outlined in the Cooperative Agreement, and would include;

- Preparedness planning and readiness assessment
- Surveillance and epidemiology capacity

- Communications and information technology
- Risk communication
- Education and training

Kendell also meets monthly with the Local Emergency Planning Committee which is in the process of preparing a pandemic plan for a flu outbreak, Stormwater Advisory Committee and the North Shore Health Agents Committee. Roberta Cody along with managing the office conducts food inspections for our local establishments, camps and schools.

### **BOARD OF HEALTH MEMBERS**

Mark Mitsch, Chairman

Barbara Stanley, Vice-Chairman

Tom Dusel, Treasurer – Resigned May 17, 2005

Louise Kress, Clerk

David Phoenix

Richard Taylor – Elected May 17, 2005

The Board of Selectmen appointed Richard Taylor to the Department of Public Works Feasibility Study Committee at their October 3, 2005 meeting for a term ending June 30, 2006.

### **HEALTH AGENT ACTIVITIES**

The following is a summary of work performed by the Health Agent for the 2005 Calendar year:

Food Service Inspections	29
Summer Camp Inspections	9
Septic Systems Repaired/Installed	65
Septic Installation Inspections	260
Properties/Soil Evaluations	26
Well Permits	23
Complaints Investigated	2
Disposal System Installers Licensed	44
Certificate of Compliance	40
Emergency Beaver Permits	4



## INSPECTOR OF ANIMALS

The Commonwealth of Massachusetts, Bureau of Animal Health, requires that each town appoint an Inspector who shall make regular and thorough inspection of each premise on which there are domestic animals, in accordance with M.G.L. Chapter 129 section 19. Such inspections are necessary to insure humane and proper care of all livestock, to guard against outbreaks of contagious disease, and to provide a census of animals in the state.

Summary of the 2005 inspections: 223 horses, 31 ponies, 13 miniature horses, 10 donkeys, 41 goats, 32 sheep, 1 pet pig, 19 head of cattle, 5 llamas, and approximately 20 small flocks of poultry. The Town of Boxford requires Stable Licenses for all residents who keep equine animals on their property. Regulations and applications are available at the office of the Health Agent.

Under Massachusetts state law, all bites, whether caused by wild or domestic animals must be reported to the Animal Inspector. In 2005, 14 incidents involving domestic animals biting/scratching humans or domestic animals were reported. Ten day quarantines were completed without complication in 12 cases. Two cases carried over into 2006.

Animal Inspectors are also required to investigate and issue quarantines in cases concerning possible rabies exposure to domestic animals. Nineteen such cases were reported involving pet contact with a confirmed rabid animal, wounds of unknown origin, or exposure by proximity. Fifteen quarantines were completed without incident. Four additional quarantines carry over into 2006. Owners please keep all pets current on rabies vaccinations – it is very important for the safety of your pet and your family.

Because barn inspections are carried out in the winter months some livestock, principally horses which winter at boarding facilities, are not included in the count. The information gathered during the annual barn inspections is important for emergency contact and planning. If you did not get a pink barn inspection form and keep horses or other livestock on your property during the summer months, please contact Animal Inspector Allison Hayes. Anyone with concerns about livestock health or welfare or questions concerning rabies and quarantine procedures, please contact Allison Hayes.

The able assistance of volunteer Alternate Animal Inspector, Nancy Drago has been greatly appreciated.

Respectfully Submitted,

Allison Hayes, Animal Inspector  
Nancy Drago, Alternate Animal Inspector

## INSPECTION DEPARTMENT

There were 265 building permits issued for the year 2005. The following is a break down of type, cost of construction and fees collected. Average cost of construction for new homes was \$487,125 and the average fee collected for 2005 for new homes was \$3,899.

<u>TYPE OF PERMIT</u>	<u>QTY ISSUED</u>	<u>COST OF CONST.</u>	<u>FEE COLLECTED</u>
Additions	24	\$2,573,224.63	\$20,584.76
Additional Fees		----	532.00
Alterations	2	66,874.44	536.60
Attached Garage	2	34,100.00	272.80
Barns	3	33,700.00	328.00
Commercial	2	292,431.00	2,319.45
Deck/Porch/3 season	15	317,939.00	2,641.19
Demolition	3	13,500.00	200.00
Foundation	1	44,200.00	353.60
Garage	7	1,119,709.00	8,961.67
Homes	12	5,845,500.00	46,788.00
Other	6	650,646.00	4,579.36
Pellet Stove	2	----	80.00
Pools	16	491,741.00	1,225.00
Reconstruction	1	456,150.00	3,649.20
Renovations/Repairs	92	2,589,775.30	20,975.51
Roofing	43	516,169.00	3,699.60
School/Camp/Liquor	9	----	480.00
Sheds/Gazebo	8	41,771.20	416.00
Siding	11	214,296.97	1,537.72
Sunroom/Greenhouse	2	84,000.00	701.55
Wood Stove/Chimney	4	----	160.00
<b>GRAND TOTALS</b>	<b>265</b>	<b>\$15,385,727.54</b>	<b>\$121,022.01</b>

Respectfully submitted,

Kenneth A. Ward  
Inspector of Buildings

### **ELECTRICAL INSPECTOR**

There were 251 electrical permits issued for 2005. Fees collected totaled \$29,956.40. Of these fees \$520.00 were collected for additional fees.

David L. Levesque,  
Electrical Inspector

### **PLUMBING & GAS INSPECTOR**

There were 139 plumbing permits issued for 2005. Fees collected totaled \$11,647.50. There were 129 gas permits issued for 2005. Fees collected totaled \$8,697.50. Combined plumbing and gas permits issued for 2005 were 268. Total fees collected for plumbing and gas permits were \$20,345.00. Additional fees collected were \$300.00 totaling plumbing and gas fees for the year in the amount of \$30,645.00

David Leavitt,  
Plumbing & Gas Inspector

## SEALER OF WEIGHTS AND MEASURES

The Sealer of Weights and Measures made the following sealing in the year 2005:

1)	Ingaldsby Farm, Washington St., West Boxford (checked and sealed three (3) scales)	\$18
2)	Paisley Farm, Washington Street (checked and sealed two (2) scales)	\$12
3)	Community Store, Elm St., East Boxford (checked and sealed two (2) gas pumps)	\$16
<b>Total turned over to the Treasurer</b> (School scales and DPW Gas Pumps – no charge)		<b>\$46</b>

Robert H. Cronin  
Sealer of Weights & Measures



**VNA CARE NETWORK, INC.  
2005 ANNUAL REPORT  
TO THE  
BOXFORD BOARD OF HEALTH**

**OVERVIEW**

In 2005, the VNA Care Network provided public health nursing services for the Boxford Board of Health. A summary of 2005 service delivery is provided in this report for the following service elements:

1. Elder Health Clinics
2. Flu Immunizations
3. Communicable Disease Follow-up
4. Publicity
5. Donations

**ELDER HEALTH CLINICS  
SCHEDULE FOR BOXFORD ELDER KEEP WELL CLINICS**

These clinics are free and open to residents age 60 and over. Run by VNA Care Network, Inc. community health nurses, clinic services include health assessments; blood pressure screening; weight, pulse, heart and lung monitoring; medication, diet, preventive health and disease management teaching; and blood glucose testing and screening. Appointments may be made by calling the VNA Care Network at **1-888-663-3688 ext. 1372**. The clinics are funded in part by the **Boxford Board of Health (BOH)**, client donations, VNA Care Network funds and in-kind donations.

Four Mile Village	1 <sup>st</sup> Wednesday, 9:00 - 11:00 a.m.
Four Mile Village (BOH)	2 <sup>nd</sup> Wednesday, 9:00 - 11:00 a.m.
Four Mile Village	3 <sup>rd</sup> Wednesday, 9:00 - 11:00 a.m.
Boxford Senior Center (BOH)	4 <sup>th</sup> Wednesday, 11:00 a.m. - 1:00 p.m.

The Boxford BOH has funded these clinics:

- Four Mile Village – second Wednesday
- Boxford Senior Center – fourth Wednesday

The remaining clinics have been funded by VNA Care Network funds, in-kind donations and client donations.

## 2005 BOXFORD ELDER HEALTH CLINIC ATTENDANCE

<u># Clinic Visits</u>	<u># Participants</u>
4-Mile Village	<b>216</b>
Senior Center	<b><u>61</u></b>
<b>TOTAL CLINIC ATTENDANCE</b>	<b>277</b>

## 2005 INFLUENZA VACCINE ADMINISTRATION

**Flu Vaccines** (given to Boxford Residents aged 18 and over) **373**  
A clinic was held November 1<sup>st</sup> at the Town Hall.

## 2005 BOXFORD COMMUNICABLE DISEASE FOLLOW-UP

Pertussis	2
GI (Paralytic shellfish poisoning)	1
Babesiosis	1

**COMMUNICABLE DISEASE FOLLOW-UP GRAND TOTAL** **4**

## PUBLICITY

The clinics are advertised on an on-going basis in the *Salem Evening News*, *Tri-town Transcript*, *Lawrence Eagle Tribune*, *Boston Globe North Weekly Section*, and Boxford Council on Aging Newsletter. Information is also dispersed at Health Fairs and in internal publications such as patient admission folders, which allows for additional referral sources. Clinic schedules are listed on our web site ***www.vnacarenetwork.org***. Postings on other websites are made through state of the art technology.

## DONATIONS

A donation container and confidential envelopes are available at clinic sites for those wishing to make donations. Additionally, a letter describing the donation plan is available for all participants. No one is denied services if unable to contribute.

We acknowledge in writing all donations made by check, and new clinic participants receive a contribution letter. Increased donations budgeted in the next year, if received, will be targeted to health education and screening programs.

Donations are deposited immediately following each clinic, and individual clinic accounting records are kept designating all donations in support of the clinic where they were given.

Submitted by:

Maureen Sendrowski, R.N., M.P.H.  
Preventive Health Program Manager  
VNA Care Network  
5 Federal Street  
Danvers, MA 01923  
1-888-663-3688 ext. 5603





# PLANNING & ENVIRONMENTAL PROTECTION

*Community Preservation Committee*

*Conservation Commission*

*Boxford Land Committee*

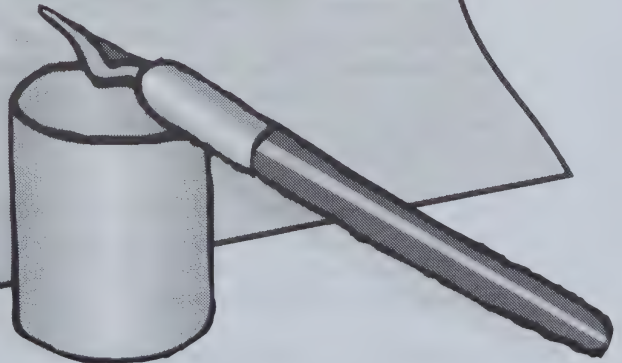
*Planning Board*

*Tree Warden*

*Zoning Board of Appeals*

*Agricultural Commission*

*Lakes, Ponds & Streams Committee*



## THE COMMUNITY PRESERVATION ACT COMMITTEE

The Community Preservation Act (CPA) allows communities in Massachusetts to establish a fund that may be spent for certain open space, recreational, historic resource and affordable housing purposes. CPA funds are raised through a local property tax surcharge coupled with matching funds from the state. In May 2001, the voters of Boxford adopted the CPA, approving a 3% surcharge on most property taxes paid by town residents.

In 2005, Boxford received another round of matching funds from the state. Our grant of \$425,503 was equal to 100% of the amount we collected locally through the 3% surcharge. Current projections show that Boxford should receive a 100% match again in Fall 2006.

Boxford's nine-member Community Preservation Committee (CPC) has been working over the last year to make the best use of our growing CPA funds. Here are some of the 2005 highlights:

- Adding to Boxford's affordable housing stock continues to be a priority for the CPC and our community. In 2005, we continued to work with the Housing Partnership to assess several sites for affordable housing projects including land off Spofford Road, and a Habitat for Humanity project in West Boxford. A comprehensive environmental study is still underway on the Spofford Road parcel and site use drawings were developed for the proposed Habitat project. Affordable housing is a priority in communities like Boxford, where less than 10 percent of the housing stock is considered affordable. The state's 33-year-old affordable housing law (Ch. 40B) allows developers to apply for a comprehensive building permit and skirt local zoning restrictions if they agree to make 25 percent of their units affordable.

- Town Meeting approved \$102,300 in CPA funding to replace the Spofford School playing fields and build two new tennis courts that will replace the existing courts at the Police Station. Town meeting also approved \$35,000 for improvements to the mechanical systems at the Community Center in East Boxford, a designated historical building. Funding allocated in 2004 (\$165,000) by the CPC, along with private donations, was used to acquire the "Davis Hayfield" on Main St. in late 2005.

- In 2006, in addition to overseeing approved projects, the CPC will review proposals to allocate funds to preserve and maintain Boxford's historical documents, make the Community Center ADA compliant, and to develop more affordable housing in Boxford.

A reminder to moderate income Senior Citizens and low-income households in Boxford: You may be eligible for an exemption from your 2006 Community

Preservation Act tax surcharge if you meet certain criteria. Please contact the Boxford Assessors' office at 978-887-6000 ext. 141.

Boxford's CPC is always looking for public input on potential projects; please contact the committee through the Boxford Board of Selectmen's office.

**The Committee:** Stuart Saginor, "at large" member, Chairman • John Perry, "at large" member, Vice Chair • Holly Langer, Planning Board appointee • Judy Carr, "at large" member (Boxford Council on Aging) • Peter Delaney, Housing Partnership Committee appointee • Virginia Havey, Historic Districts/Historical Commission appointee • Joe Callahan, "at large" member (Board of Selectmen) • Peter Richards, Conservation Commission appointee • Nancy Merrill, Recreation Committee appointee

## CONSERVATION COMMISSION

The Boxford Conservation Commission is composed of seven volunteer members appointed by the Board of Selectmen for renewable three-year terms, and is supported by a full-time Director and a part-time Assistant Administrator. There are also two non-voting associate volunteer members of the Commission who serve as liaisons to other boards or committees.

The Commission has a primary role in administering the following statutes and regulations:

- Massachusetts Wetlands Protection Act, M.G.L. Chapter 131, Section 40;
- Massachusetts Wetlands Protection Act Regulations at 310 CMR 10.00;
- Town of Boxford Wetlands Protection Bylaw, Town Code Chapter 192; and
- Boxford Wetlands Protection Bylaw Regulations at Town Code Chapter 375.

The Commission is also involved, in coordination with other governmental bodies, in numerous other regulatory activities including the following:

- Management of conservation properties in Boxford;
- Administration of the Massachusetts Public Waterfront Act, M.G.L. Chapter 91 and associated Public Waterfront Act Regulations at 310 CMR. 9.00;
- Review and comment on forest land and agricultural land purchase options under M.G.L. Chapters 61 and 61A;
- Review and comment on housing development plans under M.G.L. Chapter 40B;
- Review and comment on forest management plans under M.G.L. Chapter 132; and
- Review and permitting of beaver activity controls in Wetlands Resource Areas under M.G.L. Chapter 131.

In addition to the statutes and regulations listed above, the Conservation Staff review permit applications received by the Planning, Building Inspection, and Public Health offices as part of an internal review to determine if the proposed activity involves matters within the jurisdiction of the Conservation Commission. In most cases, this sign-off process involves a visit to the site to ascertain whether jurisdictional areas are present.

The Commission holds public meetings on the first and third Thursdays of each month, or as otherwise announced. Meetings normally begin at 7:30 p.m. The Commission's office is located at Town Hall, 7A Spofford Road, Boxford, MA 01921, and the telephone number is (978) 887-6000, extension 506.

The Conservation Commission administers several types of permit review processes under the Massachusetts Wetlands Protection Act and the Town of Boxford Wetlands Protection Bylaw. Most projects involving proposed



disturbance within a wetland resource area, associated buffer zone, or Riverfront Area will require the filing by the project sponsor of a Notice of Intent (NOI). This process involves a comprehensive review of potential project impacts to protected areas, and eventually results in the issuance by the Conservation Commission of an Order of Conditions or an Order of Denial. A specific subcategory of NOI known as an Abbreviated Notice of Resource Area Delineation (ANRAD), for review of wetland resource areas, is generally utilized for large tracts of undeveloped land, often requires extensive fieldwork by Conservation Office staff, and results in an Order of Resource Area Delineation. Applicants proposing projects with limited potential impact may be advised to submit a Request for a Determination of Applicability (RDA). The RDA process is generally less demanding upon the applicant than the NOI process. Projects with patently insignificant potential impacts may be reviewed under a Determination of Negligible Impact (DNI).

### **Regulatory Activities in 2005**

In 2005 the Boxford Conservation Commission experienced a general downward trend in permitting activity for larger projects, while experiencing an increase in permitting activity for smaller projects. The number of Notice of Intent applications decreased from 37 to 27, while the number of applications for Amended Orders of Conditions rose from 7 to 13. Together these numbers represent a 10% decrease (from 44 to 40) in applications for Orders of Conditions, typically issued for larger projects. The number of Requests for Determination rose 39% from 18 to 25, reflecting a significant increase in applications for minor projects.

Two very complex projects consumed significant amounts of the Commission's time and energy in 2005. The first of these is the project known as Endicott Village, a 72 unit townhouse development proposed under the State's 40B "affordable housing" statute. The second project is known as the 47C Pond Street Cell Tower, proposing a cell tower on private property with access across resource areas.

<b>Summary of Determination, Permit and Enforcement Activity</b>				
<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>Type of Activity</b>
43	30	32	25	Orders of Conditions or Denial Issued
2	1	7	13	<b>Amended Orders of Conditions Issued</b>
2	2	2	1	<b>Orders of Resource Area Delineation Issued</b>
16	17	16	21	Determinations of Applicability Issued
19	11	18	21	Determinations of Negligible Impact Issued
47	51	24	15	Certificates of Compliance Issued
12	9	13	8	Permit Extensions Issued
4	12	12	3	Violation Notices Issued
3	5	9	6	Enforcement Orders Issued

Summary of Determination, Permit and Enforcement Activity				
2002	2003	2004	2005	Type of Activity
3	6	3	2	Tickets Issued
219	220	198	185	Sign offs
	*	8	4	Emergency Certification - Beaver Related
	*	7	3	Emergency Certification - Non Beaver Related

\* No records for prior years.

### Conservation Management Activities in 2005

The Conservation Commission is directly responsible for the management of 766 acres of Town-owned conservation land in Boxford, as well as an additional 70 acres of privately owned land upon which the Town holds conservation restrictions. The Commission manages these open spaces and conservation restrictions with significant volunteer assistance from the Boxford Trails Association/Boxford Open Land Trust (BTA/BOLT), for which the Conservation Office is tremendously grateful. In 2005 the Conservation Commission oversaw the construction of a temporary replacement crossing on the Crooked Pond access road in the Phillips Wildlife Sanctuary. The construction of this temporary crossing was essential to provide uninterrupted access for emergency vehicles to interior portions of the Sanctuary and adjacent areas of the Boxford State Forest.

The management of selected conservation areas as agricultural fields and wood lots continued on parcels known as the Haynes Field, the Peabody Field, and the Mill Brook Farm Field. The Witch Hollow Farm field continues to be managed by Larry Morris for ground-nesting birds.

The Conservation Commission was active during 2005 in promoting the formation of the Lakes, Ponds and Streams Committee. This Committee is charged with responsibility for developing recommendations for managing surface water bodies in Town for action by the Conservation Commission and Board of Selectmen, preparing and submitting applications for water management permits, applying for grants, and coordinating volunteer outreach, training, and supervision. The Lakes Ponds and Streams Committee began meeting in 2005, and is currently engaged in hosting "Pond of the Month" informational meetings with Boxford residents.

In 2005, the Conservation Office continued its leading role on the Town's Stormwater Advisory Committee (SAC), and worked with the Town's new Superintendent of Public Works, John Dold, to develop an appropriate response to the annual report requirement contained in the Town's "Phase II" National Pollutant Discharge Elimination System (NPDES) permit. The SAC also presented a draft Stormwater Management Bylaw to the town's regulatory boards and the Board of Selectmen, and is preparing a warrant article for vote at the spring 2006 Town Meeting.

The Conservation Commission and staff have also worked in partnership with neighbors outside Boxford's boundaries. The Commission and staff initiated meetings with the Camp Denison Committee in Georgetown to develop a plan of action regarding land management along the shore of Baldpate Pond. Boxford and Georgetown volunteers also worked together during the Baldpate Pond Clean-Up Day, held on November 5, 2006. The Conservation Office also collaborated with the Massachusetts Department of Conservation and Recreation with the development of a rapid-response management plan for the study and control of an invasive population of Chinese Mystery Snails in Johnson Pond. This on-going effort involved joint participation by local citizens and municipal representatives from the Towns of Boxford and Groveland and the City of Haverhill. In addition, the Conservation Office continues to work with the Town of Groveland and the City of Haverhill to protect a portion of Johnson's Pond located at the intersection of the three communities.

### **Conservation Commissioners and Staff**

In July 2004, the Board of Selectmen reappointed attorney Frank DiLuna to the Conservation Commission for a third three-year term expiring in June, 2008. Ted Coogan, who had dutifully served for three years as a Commission member, was not reappointed.

The Board of Selectmen appointed Ted Riter to a three-year term expiring in June, 2008. Ted also serves as a Deputy Fire Chief for the Town, and has been a resident of the town for over 30 years. Ted has had a life-long interest in the outdoors as a member of the Appalachian Mountain Club and other conservation organizations.

Commission members devote numerous volunteer hours in the review of proposed projects, site visits, meetings, training, and attendance at conferences, including the fall and spring MACC Conferences. Several Commission members also have joint appointments on other Town boards. Joint appointments include Peter Richards on the Community Preservation Committee; Pat Morris on the Department of Public Works Building Committee, and Ted Riter on the Boxford Housing Partnership.

During 2005, the Conservation Office staff consisted of Ross Povenmire as Director of Conservation, and Michele Girard as Assistant Conservation Administrator. Ross is an attorney and a licensed landscape architect. He has a Master's Degree in Forestry and years of experience in environmental consulting and regulatory work. Michele has a Master's Degree in Resource Management and Administration, is a past member and chairman of the Town of Harvard Conservation Commission, and recently completed a three year term on the Board of Directors of the Massachusetts Association of Conservation Commissions (MACC).



Special thanks go out again to Jane Coe for her 19<sup>th</sup> year(!) of outstanding service to the Commission as Minutes Secretary.

Conservation Commission members (term ends): Harry Reifel, Chairman (6-30-06); Lana Spillman, Vice-Chairman (6-30-06); Ted Riter (6-30-08), Frank DiLuna (6-30-08), Julia Mathews (6-30-06), Pat Morris (6-30-07), Peter Richards (6-30-07).

Associate Conservation Commission members (term ends): Robert Ford, liaison to the Planning Board (8-18-06), Walter McPartlin, liaison to the Lakes, Ponds and Streams Committee (5-5-06)



## **BOXFORD LAND COMMITTEE**

The Land Committee consists of five members: one from the Conservation Commission, one from the Planning Board, one from the Finance Committee, and two Members at Large. Our charge is to categorize and prioritize parcels of land for open space, conservation, active recreation, and municipal needs, conforming to the Master Plan and the Open Space Plan whenever possible.

During 2005 the Land Committee assisted the Housing Partnership with appraising and evaluating the Pearl Property on Barker Road for affordable community housing with funding assistance by the Community Preservation Commission. Additionally we looked at various parcels of interest to the Town for Open Space. Please let us know if there is any land issues in your neighborhood.

This past July we welcomed Bill Payne filling our committee's vacancy he brings extensive experience in financing and evaluating complex projects.

For 2006 the Committee will meet on the second Wednesday of each month at the Town Hall. This upcoming year the Committee hopes to focus on municipal needs and work with other town committees to determine how best to meet the long and short term needs of the town.

Current members;

Peter Delaney Chairman  
Bob Gore  
Peter Bernardin  
Natasha Grigg  
Bill Payne

## **PLANNING BOARD**

### **Approvals Not Required**

The Board reviewed 4 applications under the process of “Approval Not Required” (ANR) dealing with lot line changes and new lot creations. One new lot was created and the remaining applications were for lot line changes. The Board denied one ANR plan and one application was withdrawn.

The ANR process allows for all lots with sufficient frontage on existing roads and which meet other conditions under the zoning bylaws to be approved without having to go through the subdivision approval process.

The total number of lots created through the ANR process was 1 compared to 6 lots in 2004 and 12 lots created in 2003.

### **Subdivision Activity**

The Planning Board received 1 submission for a Preliminary Subdivision and 2 submissions for Definitive Subdivisions in 2005: The Preliminary and Definitive Subdivision of Eagle’s Nest Farm Subdivision added 5 new lots to the one existing lot. This subdivision plan was endorsed by the Board. A Definitive Subdivision on Glendale Road adding 1 lot was submitted late in the year and the Board is still evaluating the plan.

During 2005 there were 5 new lots added. There were no new subdivision lots added in 2004, nor were any created in 2003 and 2002.

### **Scenic Roads**

The Town voted many years ago to designate all roads in Boxford, except for numbered highways, as scenic roads. This allows the Planning Board to regulate tree cutting and the removal/alteration of stonewalls on land that is the Town’s right-of-way, helping to preserve the Town’s rural appearance. Violations result in the application of a fine of \$250 per tree or stonewall removed and require tree planting or stonewall repair in lieu of the fine.

Four scenic road hearings were held for tree cutting and/or stonewall modification in 2005. This compares to 8 public hearings in 2004 and 5 hearings in 2003. The Board denied one application for being incomplete. One enforcement order was issued and was successfully completed.

### **Zoning Board of Appeals**

The Town’s Zoning Bylaw requires that the Planning Board make a recommendation to the Zoning Board of Appeals (ZBA) for each appeal, application, or petition that comes before them. In order to represent the Planning Board’s recommended position on the matter, the Planning Board assigns a liaison to sit as a non-voting member during the ZBA hearings. The Planning Board reviewed a total of 25 ZBA cases in 2005, compared to 29 cases

in 2004 and 31 cases in 2003. One case was not given a positive recommendation.

### **40B Proposals**

The Board reviewed applications for the Middleton Road 40B project. The Board reviewed the waivers being requested as they pertained to the road construction. The ZBA made most of the Board's recommendations a part of the ZBA permit.

### **Other Activities**

The Board listened to a review of the Boxford Agricultural Commission's planned bylaw for Town Meeting approval.

The Board listened to a plan from the Library Trustees to consider the expansion of the main library building in the East Village.

The Board spent a great deal of energy working on revisions to the Zoning Bylaw which were approved at Town Meetings this year. The successful changes pertained to a clearer definition of the continuous buildable area and a reworking of the bylaw pertaining to wireless communication facilities. Despite several revisions a driveway bylaw did not pass at Town Meeting.

The Board also made changes to the Subdivision Rules and Regulations including an increase in the application fees.

The Board listened to a proposal from the Conservation Commission to consider the development of stormwater management plan and a bylaw.

The Board supported efforts of the Recreation Commission to develop plans for a "rails to trails" project running from Georgetown to Topsfield.

The Board discussed a proposal from the Housing Partnership to allow the use of accessory apartments for low income rental housing.

### **Board Membership**

Boxford is a town of volunteers; many serve and few are paid. Accepting a role in Town government is not a modest undertaking and we are proud to present each member and their committee assignments.

Respectfully submitted,

**Bob Gore**  
Holly Langer  
Ellen Nestervich  
Joseph Hill  
Bob Stevens  
Bob Ford  
Steve Merriam

**Chairman, Boxford Land Committee Representative**  
Community Preservation Committee  
Clerk  
Boxford Housing Partnership Committee, ZBA liaison at large  
Subdivision Committee, ZBA liaison at large  
Conservation Commission liaison  
ZBA liaison at large



## **BOXFORD TREE WARDEN**

### **Appointment**

With the replacement of the DPW Superintendent, the Tree Warden's position was changed to become a separate appointment with its own position description. The Board of Selectmen appointed Leonard Phillips to become the Boxford Tree Warden. Len also serves as the Planning Board Administrator.

### **Arbor Day**

For the first time in recent memory, an Arbor Day ceremony was held on September 29, 2005 at the Town Hall. The ceremony was conducted by the Tree Warden with assistance from Boy Scout Troop 51. The scouts presented the flag and one member read a history of Arbor Day. Other scouts presented passages from poems that discuss trees. Alan Benson presented the Arbor Day Proclamation on behalf of the Board of Selectmen.

### **Planning for Tree Planting**

The Tree Warden developed plans for future tree planting and beautification at 12 locations around Boxford. Efforts will be made in coming years to implement these plans in conjunction with the Boxford Village Garden Club and other volunteers.

### **Tree Planting**

Two trees were planted on the grounds of Town Hall and 8 trees were planted at the Willow and Spofford Roads intersection. Both of these locations were part of the 12 locations that were planned for beautification.

Leonard Phillips, Boxford Tree Warden



*Arbor Day Ceremony at Boxford Town Hall – September 29, 2005*



## **ZONING BOARD OF APPEALS**

The Zoning Board of Appeals heard 31 new petitions in 2005 and 4 continued hearings from 2004. Their case load was up 7 new hearings over the prior year of 2004. The applications that were filed with the board represented 29 special permits and 2 variances.

Of the 29 special permits, 23 were granted, 1 was denied, 1 was withdrawn without prejudice and 4 are still pending before the board.

Of the 2 variances filed for relief of a specific zoning issue, 1 was granted and 1 withdrawn. 2005 was unique in that variance requests were down from other years.

In addition to regular petitions received in 2005 there were 4 cases continued from last year to still be heard at regular meetings. There were 2 special permits (1 granted and 1 withdrawn without prejudice). There was 1 variance (which was granted) and 1 comprehensive permit (which was granted.) The variance and comprehensive permit have both been appealed.

As in past years, the board met outside its normal once a month meeting to accommodate petitioners and take four site walks on specific issues. The board in addition to holding its normal monthly meetings held on the fourth Thursday of the month held an additional six special meetings to accommodate petitioners and hold workshop meetings. The board continues to enjoy its 6:30 PM call to orders as it allows the board additional time to handle minutes and other housekeeping issues.

Court rulings are still pending on several cases before the board. The board was upheld by the court on *Amberwood v. Cargill et al.* *Arnone v. Cargill et al* is pending with a notice of appearance on behalf of the Zoning Board of Appeals. This case is challenging a claim of constructive grant of a variance. The Ingaldsby Farm Stand is still pending before the courts with no decision in sight. As mentioned in last years report, *Tanner v. Cargill et al* was successfully defended and closed with a verdict in favor of the Zoning Boards decision. The Appeals Court in that decision upheld the lower court's decision in favor of the town. Litigation continues to be commonplace with the Zoning Board of Appeals and unfortunately it appears will continue with more high profile cases on the horizon.

The board accepted the resignation of Richard Tomczyk in the summer of 2005 who served as Vice Chairman on the board. Rich contributed greatly to the board during the public hearing process as well as behind the scenes. He was instrumental in rewriting the rules and regulations and was always up to date on MGL's. The board interviewed in late summer into early fall for alternates positions. With the departure of Rich Tomczyk, Paula Fitzsimmons moved up from her alternate seat to sit as clerk on the board and Bob Conroy moved up to

Vice Chairman. All applicants came highly qualified but the board recommended to the selectman to appoint Richard Corsetti and Kathleen O'Sullivan-Fortin as new alternates. The board welcomes these two new members and look forward to working with them. At their July 2005 meeting a roll call was taken for the slate of officers for the 2006 fiscal year. Members voted in to serve the board were as follows: William R. Cargill, Jr. Chairman; Robert W. Conroy, Vice Chairman; Paula Lia Fitzsimmons, Clerk and K. Erin Hohmann.

The board had a very busy 2005 agenda which appears will carry over into 2006. In addition to handling continued litigation on prior cases it is anticipated that we will continue to carry a heavy case load for new special permit hearings and variance cases in addition to applications for 40B affordable housing cases and cell tower hearings. The zoning landscape for the town has changed drastically over the years and continues to evolve. Nonetheless the board holds firm its commitment to uphold the integrity of the office and zoning bylaws that the town has appointed us to be stewards of.

Respectfully submitted,

William R. Cargill, Jr., Chairman  
Robert W. Conroy, Vice Chairman  
Paula Lia Fitzsimmons, Clerk

Alternate Members:

K. Erin Hohmann  
Richard Corsetti  
Kathleen O'Sullivan-Fortin

## **AGRICULTURAL COMMISSION**

The Boxford Agricultural Commission was created at the Annual Town Meeting , May 10, 2005. The Commission is composed of five members appointed by the Board of Selectman for renewable three-year terms. It consists of two commercial agricultural enterprise operators ; one that represents the recreational farming community and two others at large. The initial term for Commission members is staggered: two members for a term of three years, two members for a term of two years and one member for a term of one year. Successive terms will be three year appointments. In addition, up to five non-voting associate members may be selected by the Commission for a term of one year to represent town boards and farming interests.

The Commission has been charged with representing the citizens of the Town of Boxford with respect to issues concerning commercial and recreational farming; preservation and protection of farmland; working with other town boards and commissions; assisting or facilitating resolution of disputes of farm related problems or conflicts; and establishing communication with the Massachusetts Department of Agricultural Resources.

To date, we have elected officers, established a meeting schedule, developed a topical course of action, developed our functioning by-laws and facilitated one dispute.

We plan on submitting a Commission regulatory by-law to the 2006 Annual Town Meeting.

Respectfully submitted,

Randolph F. Johnson, Chairman

Commission members: A. Gordon Price, Michael Smolak, Jr., Charles Killam, Laura Grabski

## **LAKES, PONDS & STREAMS COMMITTEE**

The Lakes Ponds and Streams Committee is an ad-hoc committee created by a vote of the Board of Selectmen in December 2004. Its members are appointed by the Board of Selectmen to staggered two-year terms, and the first members were appointed on May 24, 2005. The Lakes Ponds and Streams Committee has no independent regulatory or spending authority; its main purpose is to assist the Conservation Commission and the Selectmen in the management of Boxford's lakes, ponds and streams. The Committee is charged with identifying lake, pond and stream management issues for public discussion and study, such as: lake and pond drawdown, minimum discharge stream flow, management of invasive species, nutrient inputs, regulations relating to the use of lakes ponds and/or streams, beaver control, beach management, and public access. Other committee objectives include: the coordination of public outreach and education regarding lake, pond and stream issues, and to report to the Conservation Commission and Board of Selectmen with its findings and recommendations regarding such issues.

### **Committee Activities in 2005**

The Lakes, Ponds and Streams Committee started meeting in July 2005, attempting to meet on a twice/monthly basis. One of its first activities was to initiate the Pond-of the Month Forums. It met with abutters to Baldpate and Cedar Ponds, introducing itself to pond abutters and users and gathering information from community members about issues relating to the ponds.

Committee members also worked in concert with town neighbors from Groveland and Haverhill and various state agencies, participating in the first "Snail Roundup Day" at Johnson Pond on October 15, 2005. The roundup is a control project for the invasive Chinese Mystery Snail that recently took up residence in Johnson Pond.

Another committee-related activity included a Baldpate Pond Clean-Up Day held on November 5, 2005—drawing volunteers from both Boxford and Georgetown.

Several committee members took advantage of training and education programs in 2005, allowing them to meet members of organizations dedicated to protecting surface water bodies while learning about water body management issues. Programs attended include: the River Continuity Training Session on August 27, 2005, and the Ipswich River Restoration Conference on November 5, 2005. Committee volunteers are participating in an on-going stream crossing survey, a component of the Ipswich River Watershed Association's River Restoration Program.

The Lakes, Ponds and Streams Committee looks forward to attending additional training programs in early 2006, with members planning to attend the



Massachusetts College of Lakes and Ponds' Annual Workshop and the Parker River Clean Water Association's Annual Meeting in January.

### **Future Committee Plans**

The Lakes, Ponds and Streams Committee plans to continue holding the Pond-of-the Month Forums until community members have had the opportunity to share their concerns about all of Boxford's ponds. As an outcrop of this effort, the committee hopes to develop lasting pond and stream stewardship programs.

To further meet its public outreach and education objectives, the committee intends to produce an educational brochure of interest to pond abutters and pond visitors. It also hopes to host occasional educational programs on issues pertinent to protection of surface water bodies.

Lakes, Ponds, and Streams Committee members: Brooks Tingle; Grant Anderson; David Tyler; Peter Morbeck; Walter McPartlin; Ken Rohr; Dennis Whittemore. Walter McPartlin serves as the liaison to the Conservation Commission, and Dennis Whittemore serves as a liaison to the Land Committee.



# COMMUNITY SERVICES

*Boxford Cultural Arts Council*

*Boxford Bay Circuit Program Committee*

*Cable Television Advisory Committee*

*Council on Aging*

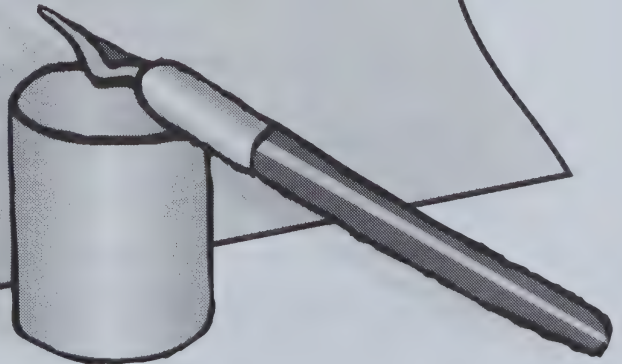
*Boxford Historic Districts/  
Historical Commission*

*Recreation Committee*

*Recycling Committee*

*Veterans' Graves Officer*

*Veterans' Services*



## BOXFORD CULTURAL ARTS COUNCIL

In Massachusetts, public funding for the arts, humanities and interpretive sciences is provided through a central agency, the Massachusetts Cultural Council, and a network of local cultural councils that serve every city and town in the state. The mission of the MCC and its local cultural council partner (the Boxford Cultural Council) is “to promote excellence, access, education and diversity in the arts, humanities and interpretive sciences, in order to improve the quality of life for all Massachusetts residents and to contribute to the economic vitality of our communities.”

The MCC’s Local Cultural Council Program distributes funds to local and regional cultural councils, which then regrant funds to individuals, schools and nonprofit organizations in their own communities. In fiscal year 2005 Boxford received \$2,500 from the MCC.

We are pleased to announce and fund the following programs for the fiscal year 2006:

- Boxford COA-St. Patrick’s Day Party-\$200
- Boxford COA-Annual Senior BBQ-\$200
- NE School of Performing Arts Directory Update-J.Douglas-\$50
- Earth Rhythms: Songs & Stories-Bates & Tincknel-\$550
- NE Light Opera-06 Season-\$250
- Art of Pastel-G.Maichak-\$350
- Merrimack Valley Philharmonic-\$200
- North Shore Youth Symphony-\$400
- Wild Edible Plants-J.Root-\$300

Many of these programs are free to the public and will take place in Boxford. Please check local papers, and the BCC website ([www.boxfordculturalcouncil.org](http://www.boxfordculturalcouncil.org).) for additional information on exact date, time, and location of events and performances. Grant applications for the 2007 season will be available in the late summer at the MCC website: [www.massachusettsculturalcouncil.org/application/lccapo.html](http://www.massachusettsculturalcouncil.org/application/lccapo.html)., or through the BCC.

The Boxford Cultural Council receives funds from the town of Boxford as well. Last year these monies supported both the Annual Boxford Music Festival and Community Coffeehouse Series. The Music Festival is held in conjunction with the Boxford Historical Society at the Apple Festival. It is a lively and fun event attended by local towns people and visitors alike. The Community Coffeehouse Series again provided musical entertainment during the winter months.

The Boxford Cultural Council is currently seeking new members to serve on its board and committees; please contact Susan Davis to express interest. Current board members are Susan Davis-Chair, Jane Flanagan-Secretary, Brad Sweet-Media, and Dick Price.

Respectfully submitted,  
Jane Flanagan



## BOXFORD BAY CIRCUIT PROGRAM COMMITTEE

### Local

December 13, 2005 – **The Cabinet of Curiosities**, Bay Circuit Trek 2000, was installed in the front hall of the Boxford Town Hall.

**The Bay Circuit Trail is a 210 mile necklace connecting the pearls of protected open spaces such as state forests and parks, Fish and Wildlife protected lands, land trust lands and conservation lands owned by community Conservation Commissions. Boxford's section of the Bay Circuit Trail runs through the Bald Hill Reservation, Lockwood Forest, Essex County Greenbelt conservation land, Boxford Village Historic District, Chapman Lane, Round Top Park, Harlan P. Kelsey Arboretum and Georgetown-Rowley State Forest.**

The beavers are still alive and well and maintaining their homes and dams at three strategic places along the Boxford Bay Circuit trail: the main wood road within Phillips Wildlife Sanctuary beside Crooked Pond, the causeway at the head of Lowe Pond, and on the esker trail at the Mill River in Rowley within the Georgetown-Rowley State Forest.

After many meetings, walks and negotiations with Fish and Wildlife, who own the Phillips Wildlife Sanctuary, some progress was accomplished in January 2005. The Boxford DPW received permission and fixed the washed out culvert on the main trail from Middleton Road. Ross Povenmire, Boxford Conservation Commission Administrator, oversaw this project. The committee wishes to thank Ted Riter, retired Assistant Fire Chief; our State Representatives, Brad Hill and Barbara L'Italian; and State Senator Bruce Tarr for helping negotiate this repair in the Bay Circuit trail.

Alan French, Bay Circuit Alliance Director, helped to relocate the Bay Circuit trail through the high woods of the Phillips Wildlife Sanctuary.

The second and third beaver situations still wait. The Boxford Board of Health and the Conservation Commission are ready to issue the necessary emergency permits to do the work. At present, we need to wait for the low water levels of summer to do the required work.

The Boxford Bay Circuit Committee continues to maintain and mark the BCT in cooperation with the recently formed B.C. Trail Maintenance Advisory Committee (TMAC) Replacing signs that have been vandalized is a constant necessity. Clearing of fallen trees seems to be never ending, due to nature's heavy rains and strong winds in 2005.

2005 saw the completion of the BTA/BOLT Guide to the Bay Circuit Trail and Other Walks in Boxford. Many volunteer hours went into accomplishing this fine trail guide that was ready for sale at the BTA/BOLT booth at the 2005 Boxford Apple Festival. This guide is available for purchase at many locations: Boxford Village and West Boxford libraries, Town Hall, Wayne's Community Store, and other area stores.

### **The Bay Circuit Alliance**

This Boxford Bay Circuit Program Committee is a voting member of the Bay Circuit Alliance. Chairman Alan French continues to work on closing the 50 miles of gaps along the Bay Circuit. State transportation agencies or large private utility and rail companies mostly control these remaining 50 miles of gaps.

The “Cabinet of Curiosities” exhibit, which was created by artist Edyth Wright to tell the story of the Bay Circuit Trek of 2000, arrived at the Boxford Town Hall on December 13, 2005. This cabinet remained at the Town Hall until January 10, when it went to the next Bay Circuit town. The National Park Service, Rivers & Trails Program sponsored this project. The purpose of this exhibit is to “satisfy your *curiosity* about how an extraordinary conservation partnership to protect a **continuous recreational trail corridor accessible to all, linking the parks and open spaces surrounding metropolitan Boston** is progressing.”

Individuals can support the Bay Circuit Alliance by becoming a member for \$30. Dues & grants support the Bay Circuit Alliance operations. The BCA's office is at 3 Railroad St. Andover, Mass. 01810. The BCA can be contacted by phone - (978) 470-1982; e-mail - [baycircuit@juno.com](mailto:baycircuit@juno.com); or Internet - [www.baycircuit.org](http://www.baycircuit.org).

Respectfully submitted,

Committee members: Nancy Merrill – Chair, Alison Chase, Steve Davis, David King, Bev Ingalls, Andrew Plucinsk, Ted Riter

## **BOXFORD CABLE TELEVISION ADVISORY COMMITTEE**

2005 was a years of “firsts” for the Boxford Cable Committee.

Our first “first” was signing a 10 year renewal contract with COMCAST in July 2005. Although, our original 15 year contract had expired in January 2005, a few extra months were needed in addition to the previous 2 years of negotiations, in order to hammer out an agreement with COMCAST. This new contract included a \$75k one-time settlement for outstanding non-compliance issues, mostly relating to the move of our Public Access Studio from Masconomet to Beverly several years ago.

This financial settlement will be absorbed entirely by COMCAST, and not passed through to Boxford rate-payers. The bulk of this settlement, under the direction of the Board of Selectmen, was used to install the high quality remote camera and audio systems in two meeting rooms at Town Hall. We started using these camera systems in November to televise and record several government meetings a week.

Our second “first” was becoming the first municipality in Massachusetts to enter into negotiations with Verizon, a potential second provider of cable services to our residents. Verizon is a direct competitor of COMCAST and we look forward to finalizing a deal in 2006. We firmly believe that cable competition will benefit our rate-payers.

Our third “first” was forming a public non-profit corporation, Boxford Cable Access Television (BCATv), to take responsibility for the day-to-day operations of Boxford Channel 10, which COMCAST turned over to us as part of our new 10 year contract.

Brad Sweet, Stephen Webster and Rich Rivers make up BCATv’s Board of Directors. Membership is open to the public at <http://www.BoxfordCableTv.com>.

Our fourth "first" was re-establishing a local studio and point of origination in Boxford at the new Town Hall under the management of BCATv. This local presence allows us to engage more volunteers, provide better coverage of town events, and prepare for cable competition by removing our material from the direct control of a single licensee.

Since January 1, BCATv has continued to broadcast of 80-90 shows weekly, using automated playback equipment located in Town Hall.

Drawing upon the talents of over 30 volunteers, many of them Masco students, BCATv has been very successful in generating new and interesting content. In addition to red hot Masco Winter Sports, BCATv has been developing a yoga series, a weekly cooking series, a political series and several other unique presentations of interest to our residents.

Local residents are encouraged to submit their original works. If you have taken your camcorder on an interesting trip, or you have an interesting hobby, or anything else you would like to share with the residents of Boxford, please contact BCATv. We have the resources to help you edit and produce a quality presentation that you will be proud of.

Plans are in the works to add a second Boxford Channel to the COMCAST lineup. This channel will be used to primarily broadcast meetings and Community Bulletin Board notices.

In summary, a lot of hours were spent in the 25+ meetings the Cable Committee had during 2005. But it was definitely worth all our efforts, especially considering the results we have achieved.

Respectfully submitted.

Brad Sweet, Chair  
Boxford Cable Committee

Committee Members

Dick Healy  
Rick "Koz" Korzeniewski  
Steve Webster  
Andy Teichner



## COUNCIL ON AGING

Our mission is to improve the quality of life and encourage maximum independence for older adults by meeting their health, economic, social and cultural needs. Our goal is to keep residents in their own home and active members of the community for as long as possible. To achieve that end we will assist older residents and their families in any possible way through our own resources and those of other agencies.

One way the COA accomplishes this mission is through home care services. Once aware of the need the Council on Aging works to make sure the homebound elder gets home delivered meals, housekeeping services, transportation, or whatever the need happens to be. As health care money becomes more difficult to find, these services are more critical to the community. The COA provides information to help promote the independence of elders, which enables them to remain in their homes longer, thereby delaying or preventing the use of more costly institutional care. We utilize services provided by Elder Services of the Merrimack Valley to provide home care and other related services to income qualifying frail elders. The Council, through its staff, also assists persons in need resulting from medical, emotional and various other situations, through guidance and coordination with many available but extraneous organizations.

The new Medicare Prescription Program, Medicare Part D has put a real strain on the limited staffing at the COA. The Director and the volunteer "SHINE" counselor have logged numerous hours walking residents through the complicated maze that is Medicare D. This program will continue to consume a great deal of both our working and non-working hours for months if not years to come.

There are approximately 1600 persons in town who qualify as senior citizens. Many of these people have neither the need nor desire for assistance, as they are physically and mentally active. As Boxford grows, the COA is fast becoming affected by the result of families committed to both spouses working. This equates to fewer people available to serve as volunteers for a rapidly increasing elder population. State-wide, COA's accomplish many of their services through volunteer labor and the number of volunteers has a direct relationship on the quantity and quality of services provided. We hope that our new retirees will not only participate at the COA but come involved in providing services.

Monday through Thursday the Senior Center continues to offer a variety of social, nutritional, educational, and instructive activities. Congregate lunches are held throughout the school year on Tuesday and Thursday with a monthly birthday lunch offered free to anyone celebrating that month. The attendance at our new "No Name Café has grown remarkably. It offers a chance for both old and new friends to just sit and chat. Summer cookouts continue to grow in attendance. Fitness activities include exercise classes, line dancing and a hiker/walking group. Speakers are brought in to discuss health-related issues, to answer

insurance questions and to provide legal advice. Blood pressure screenings are held weekly, podiatrist services monthly and hearing screenings bi-monthly. There are weekly meetings of our Writer's Group and our Craft Group and monthly meetings of the Red Hat Society, Men's Breakfast Club, the Great Group, Book Discussion Group and Friendship Club.

The following statistics are taken from the Council on Aging's Annual Report to the Executive Office of Elder affairs for fiscal year 2005

### Units of Service

#### **OUTREACH/ADVOCACY**

General Information Services	16,505
Case Management	149
Health Benefits Counseling	62
Client Finding (new contacts)	287

#### **PROFESSIONAL SERVICES**

Income Tax Assistance	24
Tax Abatement Assistance	7

#### **SUPPORT SERVICES**

Friendly Visiting	472
Telephone Reassurance	4,350
Durable medical equipment	73
Employment Services	23
Transportation	56
Minor Home Repair	115
Newsletter	12,960
Cards (Birthday, sympathy, Get Well)	1,234
Major Home Repair	300

#### **WELLNESS**

Health screening	678
Other Health Services	515
Fitness/Exercise	2,232
Congregate Meals	2,286
Home Delivered Meals	4,680
Health Education	204
Seated Massage	255

#### **OTHER**

Recreation/Socialization	1,067
Community Education	444
Holiday Meals	162
Clubs	616
Trips	300

To the many volunteers who donate their time and talents thank you from the bottom of our hearts. The countless hours, efforts and good humor you donate on behalf of this organization are what make it a success. During the past year 88 of you donated 4963 hours of your time.

A special thanks to the Friends of the Council on Aging, not only for their monetary support but for their time and their talents. They provided us with several wonderful parties throughout the course of the year in addition to purchasing the extras not afforded by our town budget.

**Board Members:**

Richard Taylor, Chairman

Robert Price

Marge White

Carol Patnaude

Joan Tarleton

Gertrude Freedman

Richard Shaw

## **HISTORIC DISTRICTS COMMISSION**

The Boxford Historic Districts Commission was established in 1971. Our jurisdiction is the Boxford Village Historic District and the Howe Village Historic District. We follow the Massachusetts General Law C.40C., the purpose of which is to promote the distinctive characteristics of buildings and historic places, as they relate to and profile the history of the cities and towns of the Commonwealth.

In our continuing effort to make it easier for applicants to apply and go through the process of being granted a Certificate of Appropriateness, we have placed copies of our Design Guidelines at the Town Clerk's office. They have also been sent to the real estate offices in Boxford and in the major markets surrounding the towns. The fee for applications for a Certificate of Appropriateness is \$10.00, payable to the Town of Boxford.

In 2005 we had hearings that ran the full gambit from temporary signs for non-profit fundraising efforts to the completion of a new dwelling in the Boxford Village District. We also were asked to speak at the Boxford Historical Society to discuss the different roles of the Historic Districts Commission and the Historical Commission in the community.

The Historic Districts Commission meets on the fourth Wednesday of every month at 7:30 PM in the Community Center. The purpose of the meetings is to hear and act on requests for Certificates of Appropriateness, Certificates of Non-Applicability or Certificates of Hardship. We encourage and welcome all interested residents and guests to attend.

Respectfully Submitted

Wendy Perkins, Chairman

Members:

Virginia Havey, Vice Chairman

Brian Gregory

Nancy Merrill

Melanie Pearsall, Clerk

Anna Plucinska



## BOXFORD HISTORICAL COMMISSION

The Boxford Historical Commission is responsible for community-wide preservation planning. This past year we have been involved in the following projects:

**Little Red School House** The Commission has two members on the Board of the Little Red Schoolhouse: Virginia Havey and Wendy Perkins. We are looking for volunteers to take over the project who would continue the fund drive and to finally complete the needed renovations. We are also interviewing community groups that would use the building for their meetings.

**Community Preservation Committee** Virginia Havey represents the Commission on the Community Preservation Committee and one of our members, Nancy Merrill, is also a member. The Historical Commission hopes to use CPA funds to hire a consultant to complete the historic property inventory by the end of 2006. The commission supported use of CPA funds for the restoration of the mechanicals at the Old Town Hall and the renovations at the Gardner Morse Library.

**Eagle's Nest Farm Preservation Restriction** The Historical Commission is in the process of working with the developers and the Massachusetts Historical Commission to place a Preservation Restriction on the property at 35 Valley Road that will be held by the Boxford Historical Commission. The commission would like to thank Gary Kelloway and David Kindred of Powderhill Development Corporation for their time, effort and cooperation on this project.

**Open House** On March 8, 2006, the Historic Districts Commission and the Historic Commission will be having an Open House at the annex of the Holyoke-French House. Preservation consultant, Gretchen Schuler, will present the Boxford Reconnaissance Report that includes the Heritage Landscape Inventory that was completed in the spring of 2005. Ms. Schuler was one of the consultants that worked on the report.

For the first time, three Preservation Awards will be presented to recognize property owners, individuals, builders, community groups or organizations that have demonstrated excellence in restoration, preservation, adaptive use of historic buildings, streetscapes and landscapes. *(Suggestions for future awards can be made to any member of the commission)*

Respectfully submitted,

Wendy Perkins  
Chairman

**Members:**

Virginia Havey, Vice Chairman, Brian Gregory, Nancy Merrill, Melanie Pearsall, Clerk, Susan Peterson, Anna Plucinska

## **RECREATION COMMITTEE**

The Recreation Committee was busy working on several different projects this year. The first project involved working with the Community Preservation Committee ("CPC") to access Community Preservation Act funds to replace the tennis courts behind the Boxford police station and the installation and renovation of the field area behind Spofford Pond School. The second project was the rails-to-trails project that will connect with surrounding communities and provides a thirty-mile network of trails from Salisbury to Danvers along the former Newburyport Branch right-of-way known as Borders to Boston.

### **Athletic Facilities**

As a result of the renovation work that was completed in prior years and the maintenance program that has been established for all fields, the Town of Boxford ("Town") until this year, has had the necessary field space to provide for the various Boxford Athletic Association sponsored athletic programs and other uses. Due to the continued growth of the baseball program and the number of town sponsored teams that participate in the Williamsport Little League tournament, the Town is in need of an additional regulation size Little League field. On a go forward basis, the condition of the Chadwick soccer fields could be an issue of concern if the repair or the replacement of the irrigation wells that service the Chadwick fields are not addressed prior to the spring of 2006. As in years past, Boxford continues to work with both Topsfield and Middleton to assist with field space requirements on an as needed basis.

The Recreation Committee working in concert with the CPC was able to obtain the required approvals to access the CPA funds to replace the tennis courts behind the Boxford police station and the renovation of the field area behind Spofford School. As a part of the Spofford field renovation project, the School Committee authorized the remaining building funds to be allocated to the Spofford field renovation project. To date, the Recreation Committee has received the Order of Conditions from the Conservation Commission as is preparing detailed bid specifications to be sent to prospective contractors. It is anticipated that construction would commence in late spring of 2006. The renovation of Spofford field involves the installation of an irrigation well and has proved to be a more difficult and challenging project that will likely require a more lengthy process to complete.

The Recreation Committee is continuing to work with the town appointed Community Preservation Committee ("CPC"), which is charged with the disbursement of Community Preservation Act ("CPA") funds. A certain percentage of the funds on an annual basis may be utilized for active recreation needs within the town. At this time we are evaluating the relocation and the renovation of Morse Field adjacent to the West Boxford Library, as a possible Little League field, as well as many other requests that have been presented.

I would personally like to thank Stuart Saginor and the members of the CPC, for their unbridled enthusiasm, tireless effort and support for the recreation projects.

The BAA athletic program continues to grow with over 850 children, ranging from 5 to 16 years of age involved in the fall and spring soccer program. The Tri-Town boys and girls winter basketball program has over 900 participants, spring baseball 500 participants; men's summer softball league has 200 participants and girl's softball 150. The track and field program will commence in the summer of 2006.

### **Trails**

Have you walked on the mowed path around the Haynes Hay Field at the corner of Main Street and Middleton Road? We wish to thank Kevin Spencer, Grounds Corp Landscaping, for keeping this pedestrian pathway mowed. Access is directly in front of the Cole School Parking lot. Two white cedar benches on two sides of this field await your visit.

Due to budgetary constraints, the funds to perform trail maintenance were eliminated from the Recreation Committee budget. A big Thank you is due BTA/BOLT, Boxford's land and trails trust. Their members contribute for the maintenance of the Boxford trail system.

### **The Boxford Recreational Path Sub-Committee**

The Boxford Recreational Path Sub-Committee is proposing creation of an eight+/- foot wide 2.25+/- mile long, multi-use, non-vehicular recreational trail along the existing electrical utility and former railroad right-of-way located in East Boxford. The trail would commence at the Georgetown/Boxford town line near Camp Denison, run along the right-of-way to Depot Road, continue to Bare Hill Road, go over the Bare Hill Road/ Route 95 bridge, continue to Old Bare Hill Road, Pye Brook Road to the railroad right-of-way, running along the right-of-way, and terminate at the Boxford/Topsfield town line in the Topsfield Pye Brook Recreation Area. Surrounding towns are simultaneously working on the creation and planning of similar pathways that would link with Boxford's pathway to form a contiguous 30+/- mile recreational trail from Salisbury to Danvers along the former Newburyport Branch right-of-way known as Borders to Boston.

The current owner of the right-of-way in Boxford, The National Grid, has identified several issues of concern that must be resolved before the Town of Boxford and other surrounding towns can enter into an agreement to access the right-of-way and utilize it for recreational purposes. These issues include title and encumbrances, personal, property and environmental liability, operation and maintenance, pathway design and construction, and community support.

A six-question survey was designed to gauge the level of community support, and was distributed to 3229 Boxford households. A 13% response rate was attained with 363 surveys returned. A summary of the survey responses follows.



Answers to these questions were ranked from 1 to 5 with 1 being most important to the Boxford resident. (NB: some questions required more than one response.)

Question 1. Do you or your family members engage in any of the following activities?

Walking, running, jogging	33%
Biking	27%
Horseback riding	4%
Pushing a baby carriage	4%
Skiing, snowshoeing	17%
Walking the dog	16%

Question 2. Where do you live in relation to the proposed trail?

Adjacent	6%
Close, within one half mile	29%
Not close, beyond one half mile	65%

Question 3. What do you think are the benefits of the trail?

Rate 1-5: 1 most important, 5 least important.

	1	2	3	4	5
Safe outdoor activity without vehicular traffic	78%	8%	5%	3%	6%
Passage to other towns	18%	11%	24%	10%	38%
Source for recreation, exercise, fitness	61%	22%	8%	3%	6%
Pleasant way to enjoy nature	54%	17%	18%	5%	7%
Sociability, brings community together	21%	19%	25%	11%	23%
Close by and convenient	34%	21%	19%	12%	15%
Provides family activity	41%	19%	17%	12%	11%
Increases real estate values	19%	14%	16%	14%	37%

Question 4. What concerns should the Committee address? Rate 1-5: 1 most important, 5 least important.

	1	2	3	4	5
Screening of the trail	34%	13%	21%	11%	21%
Maintenance and management	70%	16%	7%	3%	4%
Access parking	47%	27%	14%	5%	8%
Rest areas	26%	14%	23%	14%	24%
Etiquette rules	36%	17%	20%	13%	13%
Security-policing	39%	18%	19%	11%	12%



Question 5. Are you in favor of proceeding with the rail-path project?

1-completely in favor	61%
2-very supportive	22%
3-somewhat supportive	11%
4-slightly against	1%
5-firmly against	4%

Question 6. Are you in favor of using CPA funds, with matching grants, to develop the rail-path?

Yes	No
90%	10%

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73 surveys included additional comments, and 66 survey respondents volunteered to help bring this project to fruition. Opinions differed about whether the surface of the trail should remain natural or paved, and provisions for multiple access points/leader trails, parking, toilet facilities, and rest areas were all mentioned as needs. Enforcement of safety and etiquette rules concerns about cost and various funding options, the absence of sidewalks in Boxford, and banning of motorized vehicles on the path were also raised.

In conclusion, the main question the committee hoped to answer through this survey was "Is there community support for creating a rail path in Boxford?" As the compilers of the survey, Richard and Joan Campbell, declared, "The answer is a resounding 'Yes'".

Nancy Merrill, Chair  
Marsha Blythe-Brown  
Carole Davis  
Steve Davis  
Andrew Plucinski  
Dennis Whittemore

### **Camp Steppingstone**

Under the direction of John Rowen and in conjunction with the Greater Lawrence Educational Collaborative ("GLEC"), Camp Steppingstone is a summer program for handicapped children. The facility located on Stiles Pond is comprised of several buildings, parking and open space and is leased to GLEC. The GLEC provides most of the resources for on-going maintenance. A plan for an additional camp building has been submitted for approval to Boxford regulatory boards and the construction of a new grey-water disposal system has been approved by Massachusetts DEP and is pending contractor selection.

The GLEC continues to make improvements to the property that have enhanced the value and utility of the property and increased the functional use for our tenants, the Boy Scouts, Girl Scouts and town residents.

### **Fourth of July Activities**

The Fourth of July Parade in conjunction with the BAA sponsored Road Race was a huge success. Thanks to Howie Emmons, Carrie Peterson, Jon Schwartz and Leo Kraunelis and all of the volunteers for a great turnout and road race. The road race had its largest turnout and the parade saw the largest number of floats (12) and antique cars compared to prior years. Thanks to all the participants and volunteers that made the event a great success.

Respectfully submitted:

Tom Brown, Chair

Nancy Merrill

John Rowen

Joe Martinho

Art Tucker

## RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 2005 our town recycled approximately 35% of our trash. Our Town successfully applied for and received a Municipal Recycling Grant for a recycling educational brochure mailed to every household in June. Unfortunately, State Legislators and the Governor chose not to continue the popular Massachusetts Recycling Incentive Program (MRIP) which was funded entirely with non-tax dollars from deposits on unreturned bottles & cans & which used to return some funds to Towns based on recycling tonnages. The charts on the following pages show what items can be recycled, how to prepare them, whether they are collected at the curb or at the Drop-Off Center and any fees.

There is no direct cost to residents for the curbside collection of recyclables; the trash sticker fee covers this expense. However, there is a charge for some of the items at the Drop-Off Center, 7 Spofford Road. Residents are encouraged to pay any fee at the Drop-Off Center by checks made out to the Town of Boxford. We remind residents that they may **ONLY** drop off recycling items on **Saturdays from 8 AM to 3:30 PM** when an attendant is present to supervise and collect fees. Motor oil and oil filters may only be dropped off on the **first Saturday of every month between 8 AM and Noon**.

Cooperative, successful, and continuing events this past year included an April Earth Day celebration in conjunction with the Boxford Village Garden Club and our eighteenth annual household hazardous waste collection day with the towns of Topsfield and Middleton in November. Our 2006 collection will be held Sat. November 11<sup>th</sup>. Residents are urged to take advantage of this opportunity to properly dispose of any household toxic product.

This year we replaced the platform and steps that service the Construction and Demolition bin and we brought electricity and insulation to the Recycling Attendant's shed.

Volunteers are the lifeblood of our town. The Recycling Committee is extremely gratified by the volunteer efforts of neighborhood groups, Scout troops, families and individuals who picked up litter and recyclables from roadways on Earth Day; and by community residents and League of Women Voters members who helped out on Household Hazardous Waste Day.

For easy access to timely recycling information residents can visit [www.cleanup.org](http://www.cleanup.org) or the Town website's recycling pages at [www.town.boxford.ma.us](http://www.town.boxford.ma.us). Remember to "Buy Recycled": buying recycled products is critical to making recycling cost-effective for our town by creating markets for the materials we collect.

Please find below the total amount of materials recycled in Boxford during calendar year 2005:

<b>MATERIALS</b>	<b>TONS</b>	<b>UNITS</b>
Mixed Paper & Cardboard	902	
Commingled	331	
(Plastics #1, #2, #3, #4, #5, #6 #7; Glass; Aluminum cans; Tin cans)		

<b>TOTAL CURBSIDE</b>	<b>1233</b>
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Corrugated Cardboard	38 Tires	212 car
Scrap Metal & Appliances	63 Auto Batteries	85
	Motor Oil	1,339 gallons
Construction/Demolition	85** Oil Filters	2 (55-gallon)
	Computers/TV	48,740 lbs.
	Fluorescent bulbs	2788 linear ft.
	Propane Tanks	97

[\*\*DEP does not credit C/D towards recycling rate, but will credit us for HHW, computers, and mercury)

Salvation Army bins emptied 104 times

<b>EST. DROP-OFF</b>	<b>101</b>
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Compost\*\*\* (DEP still calculating)

\*\*\*DEP will credit leaves, yard waste & Christmas tree composting as we do not accept these for solid waste

Combined Tons Diverted	(DEP still calculating, at least 1334)
Disposed Trash	2450
Estimated Diversion Rate	35%

Respectfully submitted,

Karen Sheridan, Chair  
Teri Allen  
Joanna Daniel  
Lorraine Ott  
Nancy Woolford



**QUICK FEE SCHEDULE**  
**DROP-OFF RECYCLING CENTER**

Residents must check in with Recycling Attendant who will determine and collect fees.  
Only checks made out to the Town of Boxford can be accepted.

**APPLIANCES & METAL ITEMS**

Refrigerators	\$20.00
Washers/Dryers	\$10.00
Humidifiers/ Dehumidifiers	\$10.00
Ovens/Stoves	\$10.00
Water Tanks	\$10.00
Microwave Ovens	\$ 5.00
Gas Grills	\$ 5.00
Lawnmowers	\$ 5.00
Propane Tanks (20lb)	\$ 5.00
Propane Tanks (30lb)	\$20.00
Bicycles	no charge

**LARGE BULKY ITEMS**

Mattress or Box Spring	
Single/double	\$10.00
Queen/king	\$15.00
Sofas	\$25.00
Sleep Sofas	\$30.00
Stuffed Chairs	\$15.00
Recliners	\$20.00

**CONSTRUCTION & DEMOLITION**

Depending on volume ranges from:

\$5.00 per 32-gallon barrel  
\$15.00 per car trunk  
\$25.00 per cubic yard  
\$50.00 per station wagon  
\$70.00 per mini-van  
\$70.00 per ½ ton pick up truck to  
\$95.00 per pick-up truck load

Includes: wood furniture, shingles,  
piping, tiles, brush, plumbing  
fixtures, plate glass, doors, windows,  
sheet rock.

**TIRES**

Car Tires	\$3.00 each
Truck Tires	\$8.00 each


**TELEVISION & COMPUTER MONITORS**

Up to 22 inches	\$10.00
Over 22 inches	\$15.00
Console	\$20.00



## CURBSIDE RECYCLING

### Preparing Recyclables

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
ALUMINUM	Only pure aluminum cans.	Rinse clean.	No bottle/jar lids, pie plates, foil, cans with paper or plastic parts.
GLASS	Bottles and jars that have been used for food or drink.	Rinse clean, remove caps or corks. O.K. to leave paper labels on.	No broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, metallic coverings.
METAL CANS	Steel or tin & mixed metal tin cans.	Rinse clean	No cans with paper parts in them, paint cans, automotive product cans, or scrap metal.
NEWSPAPER and CORRUGATED CARDBOARD	Newspaper, corrugated cardboard brown paper bags, magazines, catalogs, telephone books, junk mail, paperboard (i.e., cereal & tissue boxes)	Place in paper bags or tie with string. Cardboard needs to be in 2' x 2' squares or smaller and can be co-mingled with mixed paper and paperboard. Remove cereal box liners.	No, waxed/coated paper. <b>No plastic bags.</b>
PLASTIC 	Only rigid <b>containers</b> marked: <b>#1 – PETE,</b> <b>#2 – HDPE,</b> <b>#3-PVC</b> <b>#4-LDPE</b> <b>#5 – PP</b> <b>#6 – PS or</b> <b>#7 - OTHER</b>	Rinse clean. Co-mingle Styrofoam large packing pieces, cups & trays in recycling bin.	No item that is not marked with the numbers listed inside the recycling logo. <b>No packing peanuts.</b> <b>No plastic bags.</b>

*Use it up, wear it out, and make it do, or do without.*

**New England Proverb**

These items can only be recycled at curbside, **NOT** drop-off.  
 The reverse holds true for the drop-off items, only drop-off **NOT** curbside.

### Drop-Off Recycling Center

Located behind DPW Garage, 7B Spofford Road  
Open Saturdays from 8:30 A.M. to 3:30 P.M.

Checks made payable  
to Town of Boxford

Material	What To Recycle	Preparation	Do Not Include
<b>Aluminum</b>	Pans, foil	Rinse clean.	
<b>Batteries</b> Motor Vehicle *Fee \$5 Button Ni-Cd Rechargeable	Car, truck, motorcycle, open cell Small buttons used in watches, hearing aids, pacemakers, cameras Batteries in power tools computers, camcorders	Place in marked bin. Place in marked container. Place in marked container.	No alkaline household batteries.
<b>Bulky Items</b> *Fee based on volume	Mattresses, sofas, rugs	Place in marked bin.	
<b>C&amp;D</b> Construction & Demolition Debris Wood *Fee based on volume	Wood, lumber, doors, windows, plate glass, mirrors, plaster, plumbing fixtures, tiles-ceramic, linoleum, shingles, cabinetry, brush	Place in marked bin.	No bricks, mortar, cement, blocks, stones, rubble, hazardous wastes: lead, asbestos, toxic chemicals.
<b>Corrugated Cardboard</b>	Heavy cardboard, usually brown with ridged layer sandwiched between two flat sheets	Must be flattened. Keep dry.	No cereal or gift boxes, frozen food boxes, milk or juice boxes, other types of cardboard.
<b>Metal Appliances</b> Large Appliances *Fee based on volume	Washers, dryers, stoves Refrigerators, freezers, air conditioners, dehumidifiers	Doors off.	No TVs, wood, cement, tires, plastic parts.
<b>Mercury-bearing Items</b>	Fluorescent bulbs, thermometers, thermostats	Place in shed.	
<b>Salvation Army Items</b> Large item pick-up, call (617) 231-0803	Clothes, shoes, blankets, sheets Small appliances Household items, Toys	Clean, reusable. Boxed or bagged, must fit in container.	No soiled, torn, broken, unusable, or items too big to fit in bins.
<b>Scrap Metal</b> *Fee based on volume No fee for small items.	Pipes, wire, cast iron, mixed heavy metals, light iron, scrap aluminum	Place in metal bin. Containers must be empty & free of residue.	No closed containers.
<b>Televisions &amp; Computer Monitors</b> *Fee: \$10 - up to 22 inch \$15- over 22 inch \$20 – console TVs	TVs, Computers, Monitors, CPUs, VCRs, DVDs, Stereos, Scanners, Fax Machines, Printers	Place in CRT marked bin	
<b>Tires</b> *Fee: \$3.00 each car tire \$8.00 each truck tire	Small truck or car	Rims okay.	
<b>Waste Motor Oil</b> 1st Saturdays Only 8AM to Noon	Crank case oil, diesel oil, transmission fluid	Capped containers.	No gasoline, anti- freeze, brake fluid, PCBs, etc. Anything other than what is specifically allowed.

## VETERANS' GRAVES OFFICER

All Veterans' Graves were decorated for 2005 with a flag before Memorial Day. The graves were inspected and are all in good order with the exception of the Perkins lot. The number of Veterans' Cemetery lots for 2005 are as follows:

Boxford Village Cemetery	80	Brookside Cemetery	62
Georgetown Road		Main Street	
East Boxford Village		West Boxford Village	
Harmony Cemetery	32	Mt. Vernon Cemetery	87
Ipswich Road		Mt. Vernon Road	

Flags were replaced at all Veterans' Monuments this year: The Melvin Green Monument, the Fireman's Monument in the East Village, the Veteran's Memorial Park Monument on Washington Street and the Civil War Monument at the corner of Main Street and Washington Street.

Kenneth Chadwick  
Veterans' Graves Officer



Picture taken at Harmony Cemetery May 30, 1954. On the left, Alfred Kimbal Nason, Spanish War Veteran – 1898, Member of State Guard, Boxford Machine Gun Company, served in State Guard in Boston during the Police Strike of 1912, Parade Marshal for many years. This was his last parade – May 30, 1954. He died March 25, 1955.



## DEPARTMENT OF VETERANS SERVICES NORTH ANDOVER/BOXFORD DISTRICT

The Town of North Andover re-appointed Edward V. Mitchell to the position of District Director of Veterans Services for an additional three-year term to end on June 30, 2006. The Department of Veterans' Services is to advocate on behalf of all the Commonwealth's Veterans and provide them with quality support services and to direct an emergency financial assistance program for those Veterans and their dependents who are in need of benefits and services. In 1946 the Selectmen of the Towns of North Andover and Boxford voted to form a district and appointed a District Director of Veterans' Services to carry out the provisions of Chapter 115 of the General Laws. The Veterans Service Officer (VSO) is located at the North Andover Senior Center behind the Town Hall on Main Street. Walk-ins are always welcome, however we recommend calling first to ensure a representative is present.

**Office Hours** Monday through Friday 8:30 a.m. to 4:00 p.m.

(978) 688-9525 or for urgent matters, call (978) 807-7286, or email us at [subvetagent@aol.com](mailto:subvetagent@aol.com). \* If necessary the VSO will make home visits.

### SERVICES PROVIDED AS DIRECTED BY THE COMMONWEALTH OF MASSACHUSETTS

Financial assistance	V.A. Home Loans and Education Benefits
Medical Services	V.A. Work Study Allowance Program
Educational & Burial Benefits	Pre-registration for internment in Veterans Cemetery
Property Tax Exemptions	Gold Star Mothers & Fathers Annuities
Veterans War Bonus	Blue Star Service Banners
Motor Vehicle Plates (Veteran, P.O.W.)	Civil Service Employment & Housing Programs
Obtaining copies of discharges	Life Insurance and Widows' Pensions
Replacement of Service Medals	Veterans' Disability Comp & Pensions
Burial Internment for Veteran & Spouse	V.A. Hospitals/Clinic Enrollment & Prescription Plan

*All of these programs are subject to eligibility according to State and Federal Guidelines*

**Expenditures:** The Veterans Services salary and office expenses total \$42,739.00. The Town of Boxford apportionment for salary and office expenses total \$10,686.00. An additional \$7,486.00 was paid out for emergency/financial assistance with 75% being reimbursed by the Commonwealth.

### NORTH ANDOVER/BOXFORD VETERANS SERVICES DISTRICT BOARD MEMBERS

Edward V. Mitchell  
Director of  
Veterans Services

Alan Benson  
Boxford  
Town Administrator

Mark Rees  
North Andover  
Town Manager



*Veterans, we want you to receive the Benefits you and your family have earned.  
Contact your Veterans Service Officer today.*



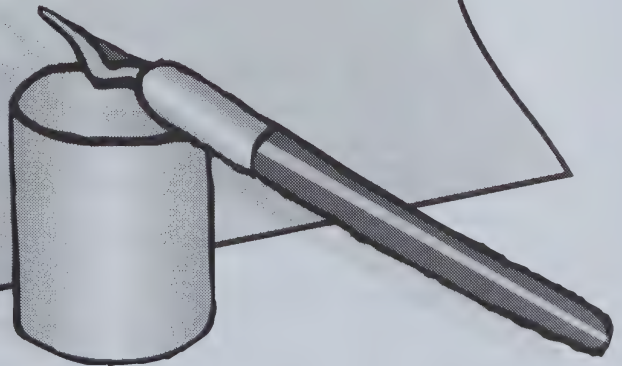
# INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

*Boxford Trails Association /  
Boxford Open Land Trust  
(BTA/BOLT)*

*Help for Abused Women and  
Their Children  
(HAWC)*

*Historic Document Center*

*Tri-Town Council on  
Youth & Family Services, Inc.*



## **BOXFORD TRAILS ASSOCIATION/BOXFORD OPEN LAND TRUST (BTA/BOLT)**

Thanks to the support of our members, dedicated volunteers, and the Town, 2005 marked one of BTA/BOLT's most successful years for open space protection and trails conservation, including the following highlights:

Over 90 acres of land and important water resources were protected with the assistance of BTA/BOLT including the Towne Pond Parcel, Ingaldsby Farm's West 40, Fish Brook Parcel, Ericson Woods, Round Top Park, and the Davis Hayfield.

Publication of the completely updated and expanded "BTA/BOLT Guide to the Bay Circuit Trail and Other Walks in Boxford" using state-of-the-art GPS technology and featuring over 26 new trails, 23 new conservation areas, and 20 detailed GPS maps.

Acquisition of several new trail easements adding to Boxford's network of over 100 miles of trails and enhancement of wildlife habitat on conservation land for rare and endangered species including the creation of various nesting habitats.

Sponsoring of numerous community events including a presentation by Mount Everest explorer and Boxford native Jake Norton, the 2005 Dressage and Horse Show, various guided neighborhood trail hikes, and a winter concert by violinist Joshua Peckins.



BTA/BOLT is a volunteer private, nonprofit, tax-exempt organization dedicated to preserving the nature of Boxford. Funded by membership dues and donations, BTA/BOLT's goal is the protection of natural and aesthetically important land and wildlife habitat, including fields, forests, wetlands, and trails. To date, BTA/BOLT has helped preserve more than 1,100 acres of open space and over 100 miles of trails for people to enjoy.

Respectfully submitted,  
Judith Gore, President

### Officers and Directors

Nancy Merrill, Chair  
Judy Gore, President  
Natasha Grigg, Vice President  
David Ingalls, Treasurer  
Barbara Shade, Secretary

### Directors

Alison Chase  
Judy Corsetti  
Steve Davis  
Jean Dewberry  
Paul French  
George Horner  
Bev Ingalls  
Angela Steadman  
Mary Beth Stevens





*Coolidge 100 Acre Woods*



*Ingaldsby Farm's West 40*



## HAWC HELP FOR ABUSED WOMEN AND THEIR CHILDREN

HAWC's direct services are provided in 23 cities and towns throughout the North Shore. The main office is in Salem, with satellite offices in Lynn, Gloucester and Ipswich. Advocates are also out-stationed at North Shore Medical Center's Salem and Lynn campuses and the Beverly and Lynn police departments. Our very active cadre of over 100 volunteers provide hotline support, court advocacy and support group facilitation. **HAWC provided the following free services in FY 2005:**

### Counseling and Advocacy



HAWC's Counseling and Advocacy services for women include a 24-hour confidential **hotline**, individual short-term **counseling** and **support groups**:

- **24-Hour Hotline:** Volunteers provided information, support, and referrals to **3,735 women**.
- **Individual Short-term Counseling:** HAWC provided short-term individual counseling for **642 women**, helping them to create a safe, violence-free life for themselves and their children.
- **Support Groups:** HAWC facilitated free, ongoing support groups for **459 women**.

### Children's Program



HAWC's Children's Program offers mothers and their children who have experienced domestic violence; support and information, play and expressive arts therapy groups for children, short-term counseling for children and parents, and safety planning for children. In FY 2005, **143 children** were served.

### Youth Violence Prevention



HAWC promotes healthy teen dating relationships through educational outreach and classroom activities in and after-school settings and throughout the summer. Adolescents learn to identify the warning signs of potentially abusive relationships and discuss ways to engage in healthy decision making. In FY 2005, the program reached **8,034** middle and high school students, and **29** empowerment groups met weekly throughout the school year.

### Legal Services



HAWC legal advocates (both staff and volunteers) assist victims in obtaining restraining orders in five district courts: Lynn, Salem, Peabody, Gloucester and Ipswich court in Newburyport, and at Salem Probate and Family Court. In FY 2005, **1,569** victims received support and assistance from HAWC legal advocates in court, and **257** victims were counseled via the telephone.

### **Shelter, Housing & Economic Stability**



The HAWC shelter provides a three month program that addresses the resident's immediate safety, emotional, physical and legal needs, as well as longer term housing, employment and economic stability needs. Shelter staff stay in contact with families after they leave the shelter through the **Aftercare Program**. In FY 2005, **thirty six families** received services at the HAWC shelter.

### **Education and Training**



HAWC conducts numerous **education and training** activities throughout the year to raise public awareness and create collaborative, community-wide prevention strategies to respond to and prevent domestic violence. In FY 2005, **66 trainings sessions** were conducted by HAWC staff to community agencies, health care agencies, fraternal groups, church and civic groups.



## BOXFORD HISTORIC DOCUMENT CENTER

The Boxford Historic Document Center was established by the Boxford Bicentennial Commission as an enduring legacy of the celebration of the American Revolution in 1976. It is run under the auspices of the Ingalls Memorial Library Association.

Eighty-two researchers visited the Document Center in 2004. Other people came to look at exhibits relating to the history of Boxford's people and places, to tour the Doll House, or reminisce about old times. BHDC staff also responded to numerous telephone calls and mail requests. Researchers, many of whom are from Boxford, use family papers, books, maps, photographs, and microfilm of town records and local newspapers to study the town's history, often tracing a particular family or house.

People often ask about the types of records the Document Center is interested in acquiring and often assume that we only want things that are "old." However, we are actually as interested in locating 20<sup>th</sup> century material as that from earlier centuries. Photographs and postcards of buildings or town events, memorabilia from local clubs, schools, churches, or other activities, newspaper articles, scrapbooks, and files recording personal involvement in town government are always welcome.

To encourage interest in the Boxford Historic Document Center, we had a table at the Apple Festival in September and were featured in several articles in local newspapers. Other articles, written about local historical subjects, frequently draw on photographs and collection held by the Document Center. Presentations were made to 4<sup>th</sup> grade classes at the Spofford Pond School as part of their unit on Boxford history. Scout groups also toured the Center, looking at old photographs and the 1776 scale model of the town, to understand how the town has changed since it was incorporated in 1685.

This year our staff included Martha Clark, Kathy Phillips, and Lu Gould. In addition to answering reference requests, we arrange, catalog, and describe collections donated to the Document Center. The number of photographs and postcards of Boxford people and places catalogued in the photo database has increased to more than twenty-two hundred. We have also continued the project to index 20<sup>th</sup> century scrapbooks; eleven are now completed.

The Boxford Historic Document Center is open for researchers and visitors on Wednesdays, from 9 until 4, and Wednesday evenings, 7:30-9:30. We are also open the first two Saturdays of each month, 10 to 3. Special appointments may be made with the archivist if these hours are not convenient. Books about Boxford's history are available for sale, along with sweatshirts and T-shirts printed with the town seal.

Martha Clark  
Archivist



## TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES



### WHO WE ARE

The Tri-Town Council is a non-profit professional service organization whose mission is to reduce at-risk behavior and improve the emotional health and safety of Tri-Town youth by delivering specialized prevention and intervention services that meet or exceed the needs of our community. Unlike other counseling centers, the Tri-Town Council works exclusively with the needs of Tri-Town residents.

Our goal is to both anticipate and be responsive to community needs. Agency by-laws ensure close contact with Tri-Town residents' concerns by mandating that our Board of Directors includes volunteer representatives from each of the three towns. For the past year, Boxford has been very well represented by Guy Simmons, Susan Condon, Rhonda Frisch, Leslie Levenson, Betty Obernesser and Jane Pappas and by a student board of directors, comprised of fourteen young men and women in Masconomet Schools, grades 9 -12.

### WHAT WE DO

The Town of Boxford benefited from the following Tri-Town Council activities and programs over the past fiscal year:

- **Adjustment Counseling:** Provided by two full-time professional counselors at Masconomet Regional School. Many of the 900+ students from Boxford in grades seven through twelve received some form of direct service from these counselors either in one-on-one meetings, in groups, in the classroom, in an assembly, or through distributed materials. Tri-Town Counselors also work as needed with the families of the students they see. In addition, counselors attend Case Conferences, Individual Education Plan meetings, emergency management meetings, Committee meetings, student orientation meetings, and many more.
- **Project Safety Net Hotline** – 24 hour, seven days a week telephone access to a counselor (978-771-4619 for information, referral and crisis counseling).
- The **HORIZONS** after school enrichment program for all Topsfield elementary school children. Program director, Debbie Adam, reports that at least six courses, including science, drama, crafts, science, beading and fun with electricity were run for each of the spring and fall semesters, along with the ski program in the winter.
- The **Community Giving Tree**, donated over \$4,000 to children and families in the Masconomet community who needed a helping hand over the holidays. This program also collected and donated winter clothing to the needy, ran a used toy fair and collected baby equipment.

- The **Sponsor-a-Child** program donated gifts and over \$3,000 to help 50 families in Salisbury to have a happy and healthy holiday season.
- The **D.A.S.H.** (Disability Awareness Starts Here) program was active in Boxford and Topsfield elementary schools, but not Middleton. Hopefully, volunteers will come forward so the program can be restarted next year. D.A.S.H. is an important educational program, which uses 250+ community volunteers a year to experientially teach second through fifth graders about physical and emotional disabilities.
- The **Girls Empowerment** workshop for Masconomet eighth, ninth and tenth graders was offered in the spring of the year. This day-long workshop provides information to girls about relationships, self-esteem and many other important personal and social issues.
- A **Boys Empowerment** program for tenth graders reaches the entire sophomore class in the spring of the year and helps boys to recognize their worth as individuals and their role in relationships.
- The **Summer Playground Program**, directed by Victor Dinarello, serving 100+ eight to twelve year olds during summer vacation. Primarily for Topsfield residents, this program accepts youth from Boxford and Middleton as space allows.
- The substance-free all night **Graduation Party** was a tremendous success, attended by 225 graduates in 2003. A third of its attendees live in Boxford.
- A Tri-Town Council **Website**, [www.tritowncouncil.org](http://www.tritowncouncil.org), exists for the benefit of Tri-Town residents and others, with continuously updated information, links, on-line counseling, and an extensive local resource list.
- A newsletter, **The Reality Check**, is distributed at various times during the year to our membership in Boxford. The newsletter contains information on topics of interest such as Cyber Bullying, Domestic Violence, Dangerous Drugs, Drinking and Driving, and updates on Council activities.
- Sponsorship of the **S.T.E.P.** (Systematic Training for Effective Parenting), an eight-week course on parenting offered by Joan Wing, LICSW, which can benefit Boxford residents.
- **Information, Consultation and Referral** services through our administrative office.
- The **WORLD AIDS DAY Candlelight Vigil** on December 1<sup>st</sup> at the Topsfield Congregational Church.
- Providing support for the **Fall Foliage Classic Road Race**, sponsored by the Rotary Club of Topsfield, Boxford, and Middleton, that is held each October, starting at the Proctor School in Topsfield.
- Organized a **Spring Bike Rally**, held in May at the Proctor School in Topsfield.
- Contributing **newspaper articles** on topics of local concern.
- Supporting **ABC Masconomet** through membership on its Board of Directors.
- **Active participation and leadership in Tri-Town working committees:** In FY '04, the Council was a member of the Social and Emotional Development Advisory Council (SEDAC), The Massachusetts

Council of Human Services Providers, the Graduation Party Committees, the Rotary Club of Topsfield, Boxford, and Middleton, the Middleton Board of Trade, the Community Collaborative Initiative and the Massachusetts Bay United Way.

## **OUR FUNDING**

Boxford residents voted to fund the Tri-Town Council for FY 05 at \$25,769 or just over \$3.00 per resident. This funding amounted to 6% of our total budget and was extremely important to the financial health of the Council. Altogether, the towns of Topsfield, Boxford, and Middleton accounted for 20% of the Council's budget.

Like the schools, the Tri-Town Council is faced with increased costs of doing business and an increased number of children and families to serve. In order to keep pace with the needs of the community, we must increase our funding each year. Failure to do so will negatively impact the organization's ability to offer competitive wages to staff and likely lead to attrition and a reduction of services to Boxford. Despite funding shortfalls, we will request level funding from Boxford for the coming year (\$25,769).

Last year, both Middleton and Topsfield recognized the need for additional adjustment counseling for Masconomet students, as the current student to counselor ratio is 900:1. Though Masconomet was unable to accommodate a third adjustment counselor, Tri-Town Council was able to create a part-time community counselor service, which provided free or affordable counseling to students, families and schools in those towns. We would invite Boxford to join with Topsfield and Middleton to fund a community counselor. The cost to Boxford would be an additional \$20,000. It is our hope to eventually place that additional counselor at Masconomet Schools to meet the crisis needs of the students.

## **IN SUMMATION**

The Town of Boxford was well served by the Tri-Town Council in fiscal year 2004, receiving a very good return in services for each dollar spent.

At the Tri-Town Council, we appreciate that every dollar of our budget is in one way or another, donated by Tri-Town residents. Therefore, we spend that money very carefully:

- Community volunteers staff many of our projects,
- Our Board of Directors is comprised entirely of volunteers,
- Our finances are reviewed by a certified public accountant and are independently audited each year,
- With only one full-time and one part-time administrative staff, our overhead is kept low, and
- Our programs are run as efficiently as possible. By way of example, Project Safety Net, our 24-hour, seven days a week crisis telephone hotline is



operated by the Council for \$10,000 a year as compared to \$50,000 plus in other organizations.  
The staff and Board of Directors of the Tri-Town Council appreciate your continued support.

**Staff:**

Gary Sinclair, Executive Director  
Nancy Coughlin, Business Manager  
Joan Murphy, Masconomet Adjustment Counselor  
Helen Levin, Community Counselor  
Gail Analoro, Masconomet Adjustment Counselor

**Board of Directors:**

Rodney Pendleton, President  
Leslie Levenson, First Vice-President  
Liz Cameron, Second Vice-President  
Betty Obernesser, Treasurer  
Peggy Holloway, Secretary  
Victor Dinarello  
Donna Ryan  
Guy Simmons  
Rhonda Frisch  
Susan Condon  
Susan Gannon  
Cheryl Martha  
Jane Pappas  
Dana Webster  
Lou Susi

**Affiliates:**

Deb Adam, Horizons Director  
Emily Kirsch, EAP Counselor  
Joan Wing, S.T.E.P. Program Therapist  
Disabilities Awareness Starts Here (DASH): Keith Quenzel, Linda Epps,  
Donna Rich, Barbara Chapman, Rose Cordes, Kirsten Manton, Dian  
Anderson, Paula Savage, Sue Adams, Margaret Ake, Ellen  
Eaton, Janet Rogers and Sue Spencer



## BOXFORD TELEPHONE NUMBERS



### COMMUNITY SERVICES

Council on Aging .....	978-887-3591
Town Beach at Stiles Pond-Emergency Only .....	978-352-7033
Historic Document Center.....	978-352-2733
Sealer of Weights & Measures.....	978-887-4101
HAWC (Help for Abused Women & Children).....	978-744-8552
Tri-Town Council on Youth and Family Services .....	978-887-6512
Veteran's Agent.....	978-807-7286

### DEPARTMENT OF PUBLIC WORKS (Fax: 352-5558)

Highway Garage .....	978-352-6555
(24 Hour contact via the Communications Dept) .....	978-887-8135

### EMERGENCY (Police and Fire) ..... 911

### PUBLIC SAFETY (Fax: 978-887-8138)

Animal Control Officer .....	978-887-8136
Communications Department .....	978-887-8136
Fire Department.....	978-887-5725
Police Department.....	978-887-8135

### LIBRARIES (Fax: 978-887-6352)

East Boxford Village.....	978-887-7323
West Boxford Village.....	978-352-7323

### POST OFFICES

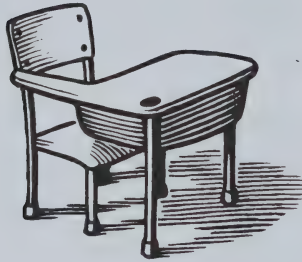
East Boxford Village (01921) .....	978-887-0837
West Boxford Village (01885).....	978-352-6632

### TOWN HALL OFFICES ..... 978-887-6000

Office of the Selectmen/Town Administrator (Fax: 887-5361).....	Extension 502
Accounting/Finance Director (Fax: (978) 887-3151).....	503
Assessor's (Fax: 978-887-3546).....	504
Town Clerk (Fax: 978-887-3546).....	501
Treasurer/Tax Collector (Fax: (978) 887-3546).....	505
Buildings Inspector (Fax: 978-887-1236).....	508
Electrical Inspector.....	508
Plumbing Inspector.....	508
Conservation Commission (Fax: 978-887-3466).....	506
Board of Health (Fax: 978-887-3466).....	507
Planning Board (Fax: 978-887-3466).....	509
Animal Inspector (Fax: 978-352-5238).....	978-352-6336

## SCHOOL DEPARTMENT

Tri-Town School Union (Fax: 978-887-8042).....	978-887-0771
Harry Lee Cole School. (Fax: 978- 887-0703).....	978-887-2856
Spofford Pond School. (Fax: 978-352-7855).....	978-352-8616
Masconomet Regional High School (Fax: 978-887-3573).....	978-887-2323
Superintendent – Masconomet (Fax: 978-887-3573).....	978-887-2323
Superintendent - North Shore Vocational. (Fax 978-777-8403).....	978-762-0001



## **BOXFORD INFORMATION**

**The Town of Boxford was INCORPORATED on August 12, 1685**

POPULATION – 8932

NUMBER OF RESIDENCES (2005) - 3128

REGISTERED VOTERS (December 2005) - 5642

AREA - 24.39 square miles

POPULATION DENSITY (2005) – 366 Persons per square mile

AVERAGE HOUSE VALUE - \$676,000

MILES OF ROADS (January 1, 2005) – 96.5

NUMBER OF NAMED STREETS - 178

TAX RATE (FY 2006) - \$10.17 per thousand



### **STATE AND FEDERAL REPRESENTATION**

#### **U. S. SENATORS**

Edward M. Kennedy (D)

Russell Bldg., Rm. 317

Washington, D.C. 20510

Tel: (617) 565-3170 (Boston)

Fax: (617) 565-3183 (Boston)

John F. Kerry (D)

United States Senate

Russell Bldg., Rm. 421

Washington, D.C. 20510

Tel: (617) 565-8519 (Boston)

#### **U. S. CONGRESSMAN**

John F. Tierney (D)

120 Cannon Building

U. S. House of Representatives

Washington, DC 20515

Tel: (202) 225-8020

Fax: (202) 225-8037

#### **6<sup>th</sup> DISTRICT OFFICE**

17 Peabody Square

Peabody, MA 01960

Tel: (978) 531-1669

Fax: (978) 531-1996

#### **GOVERNOR**

The Honorable Mitt Romney (R)

State House, Room 360

Boston, MA 02133

Tel: (617) 725-4000

Fax: (617) 727-9725

#### **STATE SENATOR**

(First Essex & Middlesex Districts)

Bruce E. Tarr (R)

State House, Room 313A

Boston, MA 02133

Tel: (617) 722-1600

Fax: (617) 722-1310

#### **STATE REPRESENTATIVES:**

Bradford Hill (R) 4<sup>th</sup> Essex District

State House Room 542

Boston, MA 02133

Tel: (617) 722-2489

Fax: (617) 722-2390

Home: 16 Birch Lane

Ipswich, MA 01938 (978) 356-2626

Barbara L'Italien (D) 18<sup>th</sup> Essex District

State House Room 26

Boston, MA 02133

Tel: (617) 722-2080

Fax: (617) 722-2339

Home: 5 Harper Circle

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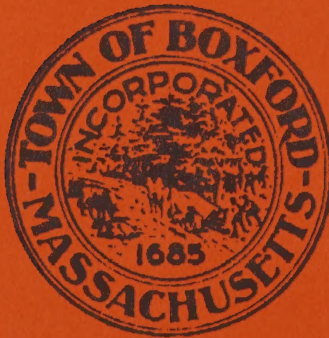
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2005 Annual Town Report*